

Appendix – 3 (To Item No. 2)

Amended Clause 3 and Clause 4 of the Ordinance for Regulating Leave to employees including teachers and academics

Existing Provision	Amendment Proposed	Provision after amendment
<p><u>Clause 3</u></p> <p>(i) Special Casual Leave not exceeding ten days in a calendar year may be granted to an employee.</p> <p>(ii)</p> <p>(iii)</p>	<p>To add a Note after 3(iii) as under:</p> <p><u>Note:</u> The provisions of Clause 3(i) will be applicable to employees other than teachers and academics whereas Clause 3(ii) and 3(iii) will be applicable to all employees.</p>	<p><u>Clause 3</u></p> <p>(i) Special Casual Leave not exceeding ten days in a calendar year may be granted to an employee.</p> <p>(ii)</p> <p>(iii)</p> <p><u>Note:</u> The provisions of Clause 3(i) will be applicable to employees other than teachers and academics whereas Clause 3(ii) and 3(iii) will be applicable to all employees.</p>
<p><u>Clause 4</u></p> <p>(i) Academic Leave may be granted for</p> <p>(a) Attending conferences, workshops, symposia, etc.</p>	<p>To add the words, “to teachers and academics” between the words “granted” and “for” in point (i).</p>	<p><u>Clause 4</u></p> <p>(i) Academic Leave may be granted to teachers and academics for</p> <p>(a) Attending conferences, workshops, symposia, etc.</p>

<p>(b) Delivering lecturers</p> <p>(c) Working on Committees appointed by Central and State Governments, UGC, Universities and similar other bodies.</p> <p>(ii) The duration of leave shall not exceed 20 days in a calendar year. It shall be sanctioned with the approval of the competent authority.</p> <p>(iii) While computing academic leave, holidays and the period spent for journey shall be excluded.</p>	<p>To add the following new Clauses”</p> <p>(d) to conduct viva voce or any other examination of a University, Public Service Commission, Board of Examination or other similar bodies/ institutes.</p> <p>(e) to inspect academic institutions attached to a Statutory Board, etc.;</p> <p>(f) to do such other work as may be approved by the Vice-Chancellor as academic work.</p>	<p>(b) Delivering lecturers</p> <p>(c) Working on Committees appointed by Central and State Governments, UGC, Universities and similar other bodies.</p> <p>(d) to conduct viva voce or any other examination of a University, Public Service Commission, Board of Examination or other similar bodies/ institutes.</p> <p>(e) to inspect academic institutions attached to a Statutory Board, etc.;</p> <p>(f) to do such other work as may be approved by the Vice-Chancellor as academic work.</p> <p>(ii) The duration of leave shall not exceed 20 days in a calendar year. It shall be sanctioned with the approval of the competent authority.</p> <p>(iii) While computing academic leave, holidays and the period spent for journey shall be excluded.</p>
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IGNOU

45TH MEETING OF THE PURCHASE COMMITTEE TO BE HELD ON JUNE 29, 2007 AT 10.30 A.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

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|----|---|---|------------------|
| 1. | Prof. V.N. Rajasekharan Pillai, Vice-Chancellor | - | Chairman |
| 2. | Prof. C.L. Anand | - | Member |
| 3. | Prof. Pardeep Sahni | - | Member |
| 4. | Prof. B.S. Saraswat | - | Member |
| 5. | Prof. J.M. Parakh | - | Member |
| 6. | Shri R. Chauhan, Finance Officer | - | Member |
| 7. | Shri Dalip Kumar Tetri, Registrar | - | Member-Secretary |

At the outset, the Chairman welcomed the members to the 45th Meeting of the Purchase Committee, a Standing Committee of the Board of Management and then requested the Member-Secretary to present the items on the agenda. The Member-Secretary then presented the following agenda items, ad seriatim:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 44TH MEETING OF THE PURCHASE COMMITTEE HELD ON MAY 12, 2007 AND TO NOTE THE ACTION TAKEN THEREON

PC 45.1.1 The item was taken up for consideration. The Member-Secretary informed the Committee that the Minutes of the 44th Meeting of the Purchase Committee held on 12th May, 2007 were circulated to the members. No comments have been received on the Minutes. He further informed the Committee that the Minutes of the 44th Meeting were placed before the Board of Management at its 90th Meeting held on 22nd May, 2007 and have been approved by the Board. He, therefore,

proposed that the Minutes of the 44th Meeting of the Purchase Committee may be deemed as confirmed.

PC 45.1.2

The Committee noted that the Minutes of the 44th Meeting of the Committee have been approved by the Board of Management. The Committee also noted the action taken on the various decisions of the Committee. As regards the matter relating to purchase and installation of Stack Racks in the Library & Documentation Division approved by the Purchase Committee vide Resolution No.PC 44.2.1 and 2, the Chairman informed the Committee that he has seen the samples supplied by the firm. The sample Stack Racks were, however, not according to the requirements. The Librarian, who was invited to report on the quality of the sample stack racks supplied by the firm confirmed, that the stack racks supplied were not of the desired specifications, they will not be able to hold the books. He further informed that even the colour of the racks was not according to our specifications. This was duly informed to the representative of the firm.

PC 45.1.3

The Committee noted the report about the substandard quality of the samples of Stack Racks supplied by the firm. The Committee further noted that the Stack Racks being supplied by the firm will not be useful for the Library. The members stressed that the quality of the Stack Racks should not be compromised at any cost. The Committee, after detailed deliberation, decided that the firm may be given a week's time to replace the samples of the Stack Racks according to our specifications and in case the firm fails to supply fresh samples as per the specifications, the supply order placed on them may be cancelled and further action in the matter including black listing of the firm for any future contract in the University be taken. With the above decision, the Committee confirmed the Minutes of the 44th Meeting.

ITEM NO. 2 TO REPORT ON AWARD OF A COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT TO M/S. INFINIUM INDIA LTD., FOR THE MAINTENANCE OF SATELLITE INTERACTIVE TERMINALS (SIT'S) OF EDUSAT

PC 45.2.1 The item was taken up for consideration. The Member-Secretary informed that the University has 134 Satellite Interactive Terminals (SITs) as part of the EduSat network. These SITs were supplied by SAC/ISRO and commissioned by M/s. Infinium India Ltd. On expiry of the warranty period the ISRO informed the University that they are not responsible for any maintenance activities beyond 15th September, 2006. The ISRO further informed that M/s. Infinium India Ltd. has agreed to provide a comprehensive Annual Maintenance Contract (AMC) @ of Rs.7,750/- per SIT, excluding the cost of the peripherals. The University, therefore, entered into an agreement with the firm effective from 1st January, 2007 with the approval of the Vice-Chancellor. He further explained the salient features of the AMC for information of the Committee. The Member-Secretary informed that two bills for a total amount of Rs.5,80,694/- have already been received from the contractor and the payment has to be released to the firm.

PC 45.2.2 The Committee noted that the maintenance contract was essential for proper upkeep of the installations. The Committee further noted that the agreement has been entered into with the firm with proper approval of the competent authority and ratified the action taken by the University to award the contract (AMC) to M/s. Infinium India Ltd. for a total amount of Rs.12,30,414/- plus taxes as applicable. The Committee also accorded specific approval for payment of Rs.5,80,694/- against the two bills already received by the University against the contract.

ITEM NO. 3 TO CONSIDER THE PROPOSAL FOR THE PURCHASE AND INSTALLATION OF FURNITURE IN THE 6 CONFERENCE HALLS AND LOBBY OF THE CONVENTION CENTRE

PC 45.3.1 The item was taken up for consideration. The Member-Secretary explained that the Campus Development Unit has requisitioned furniture articles for the 6 Conference Halls in the University and for the Lobby of the Convention Centre. The tenders were invited but the same was not finalized as the sample of the Conference Table supplied by the firm was not according to specifications. Fresh limited tenders were invited in consultation with the Campus Development Unit (CDU) from 11 firms against which 03 firms submitted their bids. The Technical Bids of the firms were opened by the Tender Evaluation Committee which finally recommended opening of the financial bids of only two firms, namely, M/s. New Age Industries and M/s Pasco Business System. The Tender Evaluation Committee at its meeting held on 30th May, 2007 recommended to award the tender to overall L-1 firm, M/s New Age Industries at the total cost of furniture and installation amounting to Rs.20,98,451/- (inclusive of VAT).

PC 45.3.2 The Committee after detailed deliberations approved the proposal.

ITEM NO. 4 TO CONSIDER THE PROPOSAL FOR PURCHASE OF FOUR CATEGORIES OF OFFICE TABLES

PC 45.4.1 The item was taken up for consideration. The Member-Secretary informed that a proposal for procurement of office tables (category B,C,D & E) was considered and approved by the Purchase Committee at its 44th Meeting held on 12-05-2007. The Committee had approved the

procurement through DGS&D as the rates quoted by the organization were lower than the L-1 firm, M/s. New Age Industries. However, the rate contract of the DGS&D with their approved firms expired on 31-5-2007 and the renewal was likely to take at least about two months. As the furniture items were required urgently, the University was not in a position to wait for renewal of the rate contract of the DGS&D and further the risk of cost escalation in the new DGS&D rates was also there. In view of this, it was proposed that the office tables (category B,C,D & E) may be purchased from the L-1 firm, M/s New Age Industries based on the advertised tender to avoid the delay and escalation in costs.

PC 45.4.2 The Committee noted that the furniture was required by the University urgently and the University was not in a position to wait for the finalisation of DGS&D rate contracts whose outcome is uncertain. The Purchase Committee further noted that the delays may result in escalation of the costs. The Committee considered and approved the proposal for procurement of office tables (category B,C,D & E) at the total cost of Rs.4,97,706.30 from M/s New Age Industries.

ITEM NO. 5 TO CONSIDER FOR THE PROCUREMENT OF 3CCD BROADCAST QUALITY DIGITAL CAMERA

PC 45.5.1 The item was taken up for consideration. Shri V.K. Arora, Director, EMPC who was invited to present the item explained that a proposal for procurement of 3CCD Broadcast Quality Digital Camera was placed before the Purchase Committee at its 44th Meeting held on 12-5-2007. The Committee had, however, desired that since the tenders were floated as back as in December, 2005, the technical specifications and the prices in the market may have undergone change. The Committee had, therefore, directed that the matter may be examined on the above lines and fresh proposal

placed before the Purchase Committee again. Shri Arora informed that information was collected from the firm. The firm has agreed to supply an advanced version Camera with better specifications No.DXC-D55P in place of the version DXC-D50PH offered by them earlier at the same old price, as a special case. The firm informed that the offer is valid till 15th July 2007.

PC 45.5.2

The matter was discussed in detail. The Committee resolved to approve the procurement of the DXC-D55P Camera which was advanced version at the price quoted by the firm earlier for their original version as under:

**Cost, Insurance, Freight
(CIF) Price**

- | | | |
|---|---|---------------|
| 1. Camera | : | US\$ 95616 |
| 2. Lens | : | US\$ 17336 |
| 3. Tripod | : | AU\$ 30,704 |
| 4. Installation | : | Rs.2,83,524/- |
| 5. Customs Duty @ 9.3% on importing goods and Sales Tax/VAT @ 12.5% will be extra | | |

PC 45.5.3

The Committee further desired that it should be ensured that the total cost including other elements, like, insurance, freight, etc. added to the cost does not exceed the price quoted by the firm on the earlier occasion. The Purchase Committee further authorized that the Purchase Order may be placed on the firm before 15th July, 2007 to avail of the special offer to the University.

ITEM NO. 6

TO CONSIDER AND APPROVE PROPOSAL FOR 48 MBPS (1:1) LINK FOR IGNOU HEADQUARTERS, EGYANKOSH, AND SAKSHAT

PC 45.6.1

The item was taken up for consideration. The Member-

Secretary informed that the University had floated open tender for 48 Mbps (1:1) link with Radio Frequency (RF)/Optical Fibre Cable (OFC)/Leased Line as below –

Option I : 16 Mbps (1:1) for each i.e. Headquarters, eGyanKosh, and Sakshat through RF/OFC/Leased line.

Option II : 48 Mbps (1:1) configurable with minimum 16 Mbps each for Headquarters, eGyanKosh, and Sakshat.

The Member-Secretary informed that tenders were floated and pre-bid meeting was held. A total of four firms, namely, M/s Reliance, M/s Tata Indicom (VSNL), M/s Bharti (Airtel) and M/s. SIFY responded to the tender. The Committee constituted for opening and evaluation of the bids found all the firms technically qualified, as per the IGNOU requirements of 48 Mbps (1:1) link. The Committee has recommended for 48 Mbps (1:1) link configuration for headquarters, eGyankosh and Sakshat under Option II. The financial bids were opened on 16th May, 2007 in the presence of the representing of the firms. The Committee noted that M/s Reliance have quoted including the cost of equipment as the integral part of their bid and not separately for equipment as required in our tender document. M/s Reliance have quoted for RF solution while others have proposed for OFC solutions with execution time of 8 to 12 weeks from the date of placement of the order. The Tender Evaluation Committee also examined the implication of the cost of the bids of M/s Tata Indicom (VSNL), M/s Bharti (Airtel) and M/s Reliance who had quoted separately for the equipment. The Committee noted that on the final reckoning the quotation of M/s Tata Indicom (VSNL) will be higher as compared to the offer of M/s Reliance which was overall lowest-I. The Committee, observed that the status of the offer of M/s Reliance at Rs.92,40,000 plus taxes though L-1, may change when bids are compared taking the cost of the equipments, into account while the offers of M/s Tata Indicom was L-2 at

Rs.93,35,000/- plus taxes in whose case the equipment will become IGNOU property. The Committee observed that the solution proposed by M/s. Reliance is Radio Frequency based – which is optimum in terms of the overall cost and its execution time whereas others have proposed the Optical Fibre Cable (OFC). The job execution time in case of M/s Reliance is 4-6 weeks whereas in the case of other bidders it is 8-12 weeks after placement of Purchase Order. The view, therefore, is to consider the bid of M/s Reliance which is overall lowest in terms of the cost and due to the other factors mentioned in the preceding sentences.

PC 45.6.2

The matter was discussed in detail. The Committee considered both the options suggested by the Tender Evaluation Committee, as under :

- (i) The University may process for fresh quotations for OFC link, which may take minimum four months to complete the bid process, placement of order, and execution on the job,

OR

- (ii) In order to meet urgent requirement of IGNOU, M/s Reliance may be considered for placing the order. If this is approved, negotiation may be held with them for providing the 48 Mbps link.

Shri M.M.Rao, Joint Director, Computer Division, who was called in the meeting, explained that the OFC link was popular with the organizations but the wireless solution is equally effective and preferable as the risk of damage to the cables resulting in disruption in the network is eliminated. The Committee also noted the difference in the cost of the bids of M/s Reliance and Tata Indicom (VSNL) and observed that the difference was meager. Considering the cost and the time involved in the proposal and keeping in view the technology and

urgent requirement of the University, the Committee approved the proposal for acceptance of the offer of M/s Reliance at Rs. 92,40,000 plus taxes with negotiations to reduce the price, if any.

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

(Dalip Kumar Tetri)
Member-Secretary

Appendix - 8 **(To Item No. 30)**

PERMISSION FOR USING IGNOU'S SELF-INSTRUCTIONAL MATERIAL AS THE BASE MATERIAL FOR CONTENT DEVELOPMENT OF SAKSHAT

1st Quadrant

This contains the basic learning material. For the senior secondary level, it had been the electronic form of the NCERT text books. Value addition has been done therein by making the diagrams active and by giving pop-ups for the hard spots and conceptually crucial expressions.

2nd Quadrant

It contains the web resources relevant to the topics. These have been uploaded by taking care of the IPR issues.

3rd Quadrant

This contains video lectures in the form of short snippets (3-5 minutes duration), animation and power point presentation.

4th Quadrant

This is dedicated to self-assessment through different type of questions, namely-Multiple Choice Type Question, True/False Type Questions, Confidence Building Questions and Case Studies.

