

## IGNOU

### MINUTES OF THE THIRTY-THIRD MEETING OF THE PURCHASE COMMITTEE HELD ON AUGUST 05, 2004 AT 12.00 NOON 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. A.K. Agarwal                   | - | Member           |
| 4. | Prof. B.B. Khanna                    | - | Member           |
| 5. | Prof. Swaraj Basu                    | - | Member           |
| 6. | Mrs. Meenakshi Mishra, FO            | - | Member           |
| 7. | Prof. A.S. Narang                    | - | Member-Secretary |
- Registrar

Prof. B.S. Saraswat, Director, Academic Coordination and Shri V.K. Arora, Director, EMPC attended the meeting as Special Invitees.

Shri T.K. Kaul, Assistant Registrar (VCO) and Shri R. P. D. Singh, Assistant Registrar (Governance) were present to assist the Committee.

At the outset, the Chairman welcomed the members to the 33<sup>rd</sup> meeting of the Purchase Committee. He specially welcomed Prof. A.K. Agarwal as member of the Purchase Committee. On behalf of the Purchase Committee, the Chairman also placed on record, his deep appreciation for the valuable services rendered by Prof. Kapil Kumar during his term as a member on the Purchase Committee of the University. The Chairman, then, requested Prof. S.C. Garg, Pro Vice-Chancellor to present the items on the Agenda:

The following items were considered:

#### **ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 32<sup>nd</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON APRIL 12, 2004 AND TO NOTE THE ACTION TAKEN THEREON**

**PC 33.1.1** Prof. S.C. Garg, Pro Vice-Chancellor informed the Committee that the Minutes of the 32<sup>nd</sup> Meeting of the Purchase Committee were circulated to the Members. No comments have been received on these Minutes. These Minutes were also placed before the Board of Management at its 79<sup>th</sup> Meeting held on April 30, 2004 and were approved.

**PC 33.1.2**

The Purchase Committee noted that the recommendations of its 32<sup>nd</sup> Meeting have been approved by the Board of Management. The Committee also noted the action taken on its various recommendations and confirmed the Minutes. However, with regard to Item No. 2 (PC 32.3.2(ii)), it was explained that since the funds for Agriculture Channel could not be made available by Ministry of Agriculture, the supply orders were not placed with the firm. The Committee further noted that the 60/30 Minute Tapes authorized to be purchased from Kendriya Bhandar (PC 32.4.2) were finally procured from C&I Employees Consumer Co-operative Stores Ltd. as these items were not available in Kendriya Bhandar.

**ITEM NO. 2**

**TO CONSIDER FOR APPROVAL PURCHASE OF SOLIDWORK SOFTWARE 70 SEATS AND CATIA SOFTWARE 5 SEATS REQUIRED BY SCHOOL OF ENGINEERING & TECHNOLOGY**

**PC 33.2.1**

The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that the School of Engineering & Technology has proposed to launch a Programme entitled 'Diploma in Computer Integrated Manufacturing'. The Programme has been approved by the Academic Council of the University and shall be put on offer in January, 2005 admission cycle. He further explained that before actual activation of the Programme, it was essential to establish proper tele-learning lab facilities. The School has, therefore, proposed to procure Solid Work Software 70 Seats and Catia Software – 5 Seats, estimated to cost Rs.15 Lac approximately, after usual discount (plus 10% Sales Tax payable, extra). The Pro Vice-Chancellor further explained that M/s. Ranal Software Technology were the master distributors of M/s. Solid Work Software Corporation, USA for these software. They have further authorized resellers for their software.

As regard the Catia Software, M/s. IBM are the global partners of M/s. Catia Software. M/s. IBM have authorized partners, EDS Technologies and IBM Software for selling their software.

**PC 33.2.2**

The Committee considered the proposal for procurement of Solid Work Software 70 Seats and Catia Software – 5 Seats for a total cost of Rs.15,00,000/-(Rupees Fifteen Lac only)

(plus 10% Sales Tax extra). The Committee approved the proposal in principle subject to the following:

- (i) The suppliers shall produce a certificate from their principal company to the effect that they were the authorized / master distributors / resellers for these items.
- (ii) The resellers / distributors shall produce evidence to show that they are registered with the Director General, Supplies & Disposal (DGS&D), Government of India.
- (iii) The rate and element of the commission included in the cost, accruing to the authorized resellers in India being identified and further negotiated with them.

**PC 33.2.3** The Chairman further desired that the Finance Division should circulate elaborate guidelines / procedures that should be followed while processing all proposals for the purchase of items of proprietary nature to all the Schools / Divisions.

**ITEM NO. 3 TO CONSIDER AND APPROVE THE PROCUREMENT OF COMBINERS/MULTIPLEXERS FOR GYAN VANI STATIONS**

**PC 33.3.1** The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that University Consultants for the Gyan Vani Project have advised that for setting up Gyan Vani FM Radio Stations at Guwahati, Patna, Panaji and Ahmedabad, the University has to procure Cascade Type Combiners / Multiplexers, since All India Radio has installed more than one transmitter in these stations. The matter was examined by the Technical Purchase Committee which has approved the purchase of these equipments through open tenders. He informed that in all, five firms responded to the tender notice issued by the University. The bids were evaluated vis-à-vis, technical specifications by the Technical Purchase Committee. The Committee approved the technical bids of (i) M/s. Teracom Components and (ii) M/s. Broadcast Engineering Consultants India Ltd. The financial bids of these two firms were also evaluated by the Tender Evaluation Committee which recommended the offer of M/s. BECIL for supply of Combiners / Multiplexers for total

value of Rs.68,68,164/-(Rupees Sixty Eight Lac, Sixty Eight Thousand, One Hundred Sixty Four only), FOR, (Plus service charges, Rs.5 Lac and Service Tax, Rs.51,000/-) being the lowest. In addition, optional items required for the four equipments will cost Rs.13,08,428/-(Rupees Thirteen Lac, Eight Thousand, Four Hundred Twenty Eight only).

**PC 33.3.2** Prof. S.C. Garg, Pro Vice-Chancellor further informed that M/s. Allan Dick, one of the bidders, whose bid was rejected on technical grounds has filed a Writ Petition in Delhi High Court challenging the process on the ground that one firm has quoted models of two different makes / manufacturers, which was against the guidelines circulated by the Central Vigilance Commission to maintain the sanctity of the tender system.

**PC 33.3.3** The matter was discussed. The committee noted that since the matter is now sub-judice, the further action on the recommendation of Technical Purchase Committee may be kept in abeyance till the decision of the Hon'ble Court.

**ITEM NO. 4 TO CONSIDER AND APPROVE THE PROCUREMENT OF SPARES FOR SONY EQUIPMENTS**

**PC 33.4.1** The item was taken up for consideration. Director, EMPC explained that with the commencement of Gyan Darshan Channels, various equipments, like, VCRs, Betacam Recorders, Cameras, etc. are being used round the clock necessitating regular servicing / replacement / replenishment of equipments. The matter of procurement of spares for Sony equipments was examined by the Technical Purchase Committee of the EMPC earlier, which recommended procurement of these spares of Sony make through their authorized dealers. The limited quotations were accordingly sent to four authorized dealers of Sony Corporation including M/s. Sony India Ltd., to which all the firms responded except M/s. Sony India Ltd. On evaluation of these bids, the offer of M/s. New Video Pvt. Ltd. was found to be the lowest. Further, the firm has offered a discount of 0.5 percent. After the discount, the net value of the tender worked out Rs.30,70,939/- (Rupees Thirty Lac, Seventy Thousand, Nine Hundred Thirty Nine only). The proposal was put up to the Purchase Committee at its meeting held on 26-2-2004. The Purchase Committee while approving the purchase of 02 items out of 31, had directed

that an Expert Committee may look into the proposal for procurement of other items based on stock verification. However, due to urgency, the matter was got examined through a Consultant. He has recommended the purchase of Spares for a total value of Rs.16,28,945/-(Rupees Sixteen Lac, Twenty Eight Thousand, Nine Hundred Forty Five only) from M/s. New Video Pvt. Ltd. The proposal has been concurred by the Finance Division.

**PC 33.4.2**

The proposal was discussed in detail. The Committee noted that cost of revised items proposed to be procured was nearly 50% of the initial proposal. In view of round the clock operation, the Committee recommended purchase of equipments of Sony make from M/s. New Video Pvt. Ltd. at the total cost of Rs.16,28,945/-(Rupees Sixteen Lac, Twenty Eight Thousand, Nine Hundred Forty Five only) as per details in the **Appendix**. The Committee, however, desired that before placing the firm orders with the supplier, the credentials of the firm may be got verified, independently and the report submitted to the Vice-Chancellor, separately.

**ITEM NO. 5**

**TO CONSIDER AND APPROVE THE PROCUREMENT OF CONSUMABLE ITEMS FOR EMPC**

**PC 33.5.1**

The item was taken up for consideration. It was explained that a proposal for procurement of consumable items for running various operations of the EMPC was put-up to the Purchase Committee at its 32<sup>nd</sup> Meeting held on 12<sup>th</sup> April, 2004. The Purchase Committee had resolved to defer the consideration as follows:

**“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 three 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.”

**PC 33.5.2**

The matter was discussed in detail. The Committee noted that the items (60/30 Minute Tapes) were not available with the Kendriya Bhandar and had, therefore, to be procured from other Co-operative Stores. Taking cognizance of the above, the Committee approved the proposal for purchase of spares from the three lowest firms (L-1) based on their quotations, as detailed below; at the total cost of Rs.16,22,875/-(Rupees Sixteen Lac, Twenty Two Thousand, Eight Hundred Seventy Five only) :

<b>Name of the Firm</b>	<b>Items for which L- 1 approved</b>	<b>Total Amount (Rs.)</b>
M.s/ Eagle Sales	<ul style="list-style-type: none"> <li>• Anton Bauer Batteries</li> <li>• Tapes &amp; Cassettes Sr. Nos. 1,2,3,6,9 &amp; 10</li> <li>• Light &amp; Bulbs Sr.Nos.2,3,8,10 &amp; 11</li> </ul>	Rs.9,69,073/-
M/s. Advance Telemedia Pvt. Ltd.	<ul style="list-style-type: none"> <li>• Tapes &amp; Cassettes Sr. Nos. 4,5,7 &amp; 8</li> <li>• Light &amp; Bulbs Sr.Nos.1,4,5,6,7 &amp; 9</li> <li>• Cables &amp; Connectors Sr.Nos.14 &amp; 15.</li> </ul>	Rs.5,85,114
M/s. Comcon Industries	<ul style="list-style-type: none"> <li>• Cables &amp; Connectors Sr. Nos. 1,2,27 &amp; 28.</li> </ul>	Rs.68,688/-

**Total** =Rs.16,22,875/-

**PC 33.5.3**

The Purchase Committee further directed that before making the purchases, EMPC shall ascertain the rates for these items being offered by the Co-operative Stores, to see the comparability of the rates with those offered by these firms.

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

**Registrar – Member Secretary**