

## IGNOU

### **MINUTES OF THE THIRTY-FOURTH MEETING OF THE PURCHASE COMMITTEE HELD ON NOVEMBER 04, 2004 AT 03.30 P.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. Swaraj Basu - Member
4. Prof. A.S. Narang, Registrar - Member-Secretary

Prof. A. K. Agarwal, Prof. Panjab Singh, Ms. Meenakshi Mishra, Finance Officer, Members and Prof. B. S. Saraswat, Special Invitee could not attend the meeting. Shri V.K. Arora, Director, EMPC attended the meeting as Special Invitee.

Shri Cherian Thomas, Deputy Registrar (CPU) 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 34<sup>rd</sup> meeting of the Purchase Committee. On behalf of the Committee, the Chairman also placed on record, his deep appreciation for the contributions made by Prof. B.B. Khanna during his term as a member on the Purchase Committee of the University. Thereafter, the Agenda Items for the meeting were taken up for discussion.

The following items were considered:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 33<sup>RD</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON AUGUST 5, 2004 AND TO NOTE THE ACTION TAKEN THEREON**

**PC 34.1.1** Prof. S.C. Garg, Pro Vice-Chancellor informed the Committee that the Minutes of the 33<sup>rd</sup> Meeting of the Purchase Committee were circulated to the Members and no comments have been received. He then proposed that the Minutes may be confirmed.

**PC 34.1.2** The Purchase Committee confirmed the Minutes as circulated. However, while perusing the action taken on the recommendations of previous meeting in respect of Item No. 3 regarding the purchase of Combiners/Multiplexers for Gyan Vani stations, the Committee was informed that the writ petition filed by the Firm, M/s Alan Dic & Co. in the High Court of Delhi has since been dismissed by the Hon'ble Court. Prof. Garg proposed that in view of this, the proposal for purchase of four Multiplexers from M/s BECIL for a total value of Rs.68,68,164/- (Rupees Sixty Eight Lac, Sixty Eight Thousand, One Hundred Sixty Four only) plus Rs.5.00 lac and Rs.0.51 lac towards service charges and service tax and optional items at the cost of Rs.13,08,428/- (Rupees thirteen lac eight thousand four hundred and twenty eight only) be considered for approval.

**PC 34.1.3** The Committee approved the proposal with specific directions that supply orders for four diplexers be placed on the Firm with the provision of 25% repeat order and penalty for delays.

**PC 34.1.4** With regard to Item on purchase of spares of Sony make, it was explained by the Director, EMPC that as desired by the Committee (PC 33.4.2) the credentials of the Firm, M/s New Video Pvt. Ltd.(L-1) were collected independently and the full profile of the Firm is placed at **Annexure**. The details collected revealed that the Firm had a good clientele and country-wide service support.

**PC 34.1.5** The Purchase Committee reaffirmed its earlier decision for purchase of spares/equipments of Sony make for Rs.16,28,945/- and recommended that orders be placed on the Firm, M/s New Video Pvt. Ltd.

**PC 34.1.6** As regard Item No.5, the Committee noted that the Purchase Committee at its 33<sup>rd</sup> meeting approved only the procurement of Betacam Tapes 30 & 60 Minutes considering the urgency of these items. As far other items, the decision was deferred with the direction that the rates being offered by the Cooperative Consumer Stores be obtained and compared, before purchasing the items (PC33.5.3). The Director, EMPC explained that the rates for these items offered by Cooperative Consumer Stores were obtained, to see their comparability with the rates offered by the bidders, in this case. It was revealed that the rates quoted by the L-1 firm (M/s Eagle Sales) were lower than the rates of M/s C&I Cooperative Consumer Stores :

<b>Items</b>	<b>Rates offered by C&amp;I Stores</b>	<b>Rates offered by Eagle Sales</b>
(1) Betacam tapes 30 Minutes	Rs.650/-	Rs.423.36/-
(2) Betacam tapes 60 Minutes	Rs.1160/-	Rs.655.56/-

**PC 34.1.7** The Purchase committee considered the matter and reaffirmed its earlier decision for purchase of spares from the three lowest firms (L-1) for a total value of Rs.16,22,875 (Rupees sixteen lac twenty two thousand eight hundred and seventy five only) (as per its decision vide Resolution No.PC 33.5.2).

**ITEM NO.2 TO CONSIDER AND APPROVE THE PROPOSAL FOR PROCUREMENT OF PHOTOCOPIER MACHINES.**

**PC 34.2.1** Prof. A.S. Narang, Member-Secretary explained that a number of photocopy machines purchased earlier by the University and installed in certain Divisions/Schools had outlived their serviceable life and had become obsolete. Open tenders were therefore, floated for supply and installation of heavy duty and medium duty photocopy machines to replace these unserviceable machines. Of the 9 bids received, the financial bids of six firms/suppliers were evaluated and it has been decided to purchase 11 photocopy machines at the total cost of Rs.21,91,834/- (less, the cost of old machines under buyback offers) as per the following details:

<b>Cate- gory</b>	<b>Name of the Machine</b>	<b>Make</b>	<b>Quantity</b>	<b>Rate per machine</b>	<b>Total Amount</b>
A	e-STUDIO 200	Toshiba	4	1,92,478/-	7,69,912/-
B	e-STUDIO 250	Toshiba	6	1,85,240/-	11,11,440/-
C	Minolta Di-351	Minolta	1	3,10,482/-	3,10,482/-
<b>Total</b>					<b>Rs. 21,91,834/-</b>

**PC 34.2.2**      The Purchase Committee approved the proposal.

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

**REGISTRAR**  
**Member-Secretary**

**EXTRACT OF THE MINUTES OF THE THIRTY-FOURTH MEETING OF THE PURCHASE COMMITTEE**

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**Registrar**