

IGNOU

MINUTES OF THE THIRTY-FIFTH MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 09, 2005 AT 11.00 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. A.K. Agarwal - Member
4. Ms. Meenakshi Mishra - Member
5. Prof. Swaraj Basu - Member
6. Dr. C.K. Ghosh - Member
7. Prof. A.S. Narang, Registrar - Member-Secretary

Shri Rajendra Singh Pawar could not attend the meeting. Prof. B.S. Saraswat, Director (Acad.Cdn.), Shri V.K. Arora, Director, EMPC and Dr.V.S.P.Srivastava, Head, Computer Division 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 35th meeting of the Purchase Committee. The Chairman particularly welcomed Dr. C.K. Ghosh, Director, RSD to the Purchase Committee, as he was attending the Meeting of the Purchase Committee for the first time. On behalf of the Committee, the Chairman also placed on record, his appreciation for the contributions made by the outgoing member, Prof. Panjab Singh. Thereafter, the Chairman requested Prof. S.C.Garg, PVC to present the Agenda Items for discussion.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 34TH MEETING OF THE PURCHASE COMMITTEE HELD ON NOVEMBER 04, 2004 AND TO NOTE THE ACTION TAKEN THEREON

PC 35.1.1 Prof. S.C. Garg, Pro Vice-Chancellor informed the Committee that the Minutes of the 34th Meeting of the Purchase Committee were circulated to the Members and no comments have been received from any member. The Minutes were also placed before the Board of Management at its 81st Meeting held on 16th November, 2004 and the recommendations were approved. Pro-Vice Chancellor, proposed that the Minutes be confirmed.

PC 35.1.2 The Committee confirmed the Minutes and noted with satisfaction that its recommendation have been accepted by the Board of Management.

PC 35.1.3 The Committee further noted the action taken on the Minutes. As regards the purchase of 11 Photocopy Machines by the University, vide Resolution No. PC 34.2.1, the Committee was informed that the Machines have been received installed, and put in working order in the various Divisions/Sections for which these were requisitioned.

ITEM NO. 2 TO CONSIDER AND APPROVE THE PROCUREMENT OF EQUIPMENT FOR GYAN VANI STUDIO

PC 35.2.1 The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that tenders were floated for supply, testing and commissioning of studio equipments for 29 Gyan Vani Stations. However, none of the bidders had quoted for all the items tendered for. The Technical Purchase

Committee therefore, constituted a sub-committee to technically short-list firms. The bids were accordingly, examined by the Sub-Committee which short-listed the items for opening of the commercial bids. The commercial bids were considered by the Tender Evaluation Committee which recommended the lowest bidders for each equipment. As per the rates quoted by the L-1 firms, the total cost of equipments for one Station worked out to Rs.7,43,811/- (Rupees Seven lakh forty three thousand eight hundred eleven only). For six stations, the total amount works out to Rs.44,62,866/- (Rupees forty four lakh sixty two thousand eight hundred sixty six only). This expenditure is to be met from the Gyan Vani funds.

PC 35.2.2

The proposal was discussed in detail. The Purchase Committee approved the proposal to purchase Studio Equipments for six Gyan Vani Stations at the total cost of Rs.44,62,866/- (Rupees forty four lakh sixty two thousand eight hundred sixty six only).

ITEM NO. 3

TO CONSIDER AND APPROVE THE PROPOSAL FOR PURCHASE OF DW TV PROGRAMMES

PC 35.3.1

Prof. S.C. Garg, Pro Vice-Chancellor explained that the University has been acquiring educational TV programmes for its Gyan Darshan transmissions from various sources, including UKOU Channel 4, BBC and Transtel (DW TV), Germany, with multiple telecast and dubbing rights. For this purpose, the University had entered into an agreement with Transtel (DW TV), Germany. The agreement expired on 31st May, 2004. The DW TV has now sent new catalogues. The EMPC in consultation with Schools of studies have short-listed a few programmes with recommendation for acquisition. The Firm has submitted two licences with the rate for video programmes for 56.9 hours under licence agreement 'A' at the licence fee of Euro

37,554/-, @ Euro 660 per hour for two years. (The total value of the tapes in our Indian currency works out to about Rs.22,53,240/-). The offer further envisages that in case the University procures the video programmes of 56.9 hours under agreement 'A', the firm will offer 29.5 hours of video programmes free of cost under agreement 'B'.

PC 35.3.2

The proposal was discussed in detail. The Committee noted that the licence agreements have been vetted legally. Moreover, the licence fee is much less than the cost incurred on similar programmes produced by or for EMPC earlier. The Committee approved the proposal subject to the following:

- (i) It shall be ensured that the conversion rates prevailing on the date of quotation only shall be applicable.
- (ii) The firm should agree for a warranty period of minimum two years.
- (iii) The total financial commitment should not exceed the amount approved by the Committee.

ITEM NO. 4 TO CONSIDER AND APPROVE THE PROPOSAL FOR PURCHASE OF DVD SYSTEM

PC 35.4.1

The item was taken up for discussion. Prof. S.C. Garg, Pro Vice-Chancellor explained that the University has been converting Video Tapes with CD-Roms for durability, quality and convenience. This work has been outsourced so far. However, in view of huge volume, it has been realized that the University should develop its own facilities. This would be more economical and system-friendly. Therefore, open tenders were floated for purchase of one DVD and VCD Mastering Replication systems, PC systems and

Printers along with the consumables. Pro Vice-Chancellor further explained that only one offer of M/s. Multi Virt India Pvt. Ltd. was received. The matter was examined by the Technical Purchase Committee which recommended purchase of one DVD Mastering system and VCD Mastering system and three PC system platforms of stipulated configuration. The Tender Evaluation Committee evaluated the bid and negotiated with the tenderer. As a result, the firm offered to absorb the Sale Tax component of 4% or as the case may be and reduce the Annual Maintenance Charges for the 2nd and 3rd years from 20% to 15% of the cost.

PC 35.4.2

The Committee approved the proposal for purchase of DVD Mastering systems (MPEG-2) and VCD system (MPEG-1) – One number each at the rate of Rs.3,50,000/- (Rupees three lakh fifty thousand only) and 2,75,000/- (Rupees two lakh seventy thousand only) respectively. The Committee directed that the rate of the AMC should be standardized with reference to the cost of equipment. In the instant case, Director (EMPC) was advised to persuade M/s Multi Virt India to charge reasonably.

ITEM NO. 5

TO CONSIDER THE PROPOSAL FOR PROCUREMENT OF COMPUTER PRINTERS AND UPS SYSTEMS FOR IGNOU HEADQUARTERS AND REGIONAL CENTRES

PC 35.5.1

The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that since inception the University's thrust had been on the use of information technology, both in the delivery of programmes at the regional levels and at the headquarters by the faculty and support staff. This was necessary in view of the very nature of the operations undertaken by the University and the fact that IMM is to be progressively introduced into programme

development and delivery. To meet such emerging requirements, the University has been procuring PCs and other systems from time to time; the last purchase having been made in 2002. Since some machines have become dysfunctional and the configuration of others has become out-dated, need has been felt for machines with up-to-date and contemporary configurations. It has, therefore, been proposed to purchase latest PCs, Printers and other equipments. The requirement of these items has been assessed both for the headquarters and Regional Centres. Open tenders were invited giving detailed configurations. In response, 4 offers were received which were examined by a Committee. The comparative status of the 4 offers showed that M/s. HCL Info Systems was L-1 for Desk Top Laser Printers, Line Printers required for Regional Centres and SRE Division, DMPs for Regional Centres and UPS for SRE Division. Similarly, the rates of M/s. CMS Computers were lowest for Servers, Network Laser Printers and Colour Printers, etc. It is proposed to purchase these items from the L-1 firms, at the negotiated cost of Rs.2,03,96,746/- (Rupees Two crore three lakh ninety six thousand seven hundred forty six only) including Custom Duty @ 5 percent.

PC 35.5.2

The proposal was discussed in detail. The Committee appreciated the need for upgradation of the systems in the University keeping pace with the changing requirements. The Committee approved the purchase of Computers and other systems at the cost of Rs.2,03,96,746/- (Rupees two crore three lakh ninety six thousand seven hundred forty six only) as per details given in the **Appendix**. The Committee, however, noted that in the recent budget proposals, the Custom Duty on these items has been dropped by the Government altogether. It is, therefore, advised to ensure that the benefit of this withdrawal of the Custom Duty by the Government accrues to the University. The Committee further suggested that an undertaking to this effect be obtained in writing, if possible.

Similarly, benefit of other reductions, if any, on excise and other duties should also be confirmed before placing firm orders.

ITEM NO.6 ANY OTHER MATTER

PC 35.6.1

The Chairman observed that in view of the commitments made in 10th Plan proposals, the University has to act fast and each one has to contribute and expedite. He However, cautioned that no established University procedure should be by passed. In respect of various purchases in the University, every Division should adhere to financial prudence and accountability to enable F&A to act objectively and swiftly. However, he also advised Finance Officer to ensure speedy processing of files by the officials in the Division. Moreover, since a senior official of the F&A division is represented in every Committee related to evaluation of tenders, purchase, negotiation etc., he/she should come duly prepared and offer constructive comments/suggestions in the meeting. The members were of the view that it will help minimize routine queries and expedite financial concurrence of the proposals. The Committee, therefore, directed that the Registrar should issue an Office Order highlighting the requirements of the financial code to be followed by all concerned, including the staff in Finance & Accounts Division.

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

Registrar