

## IGNOU

### **MINUTES OF THE THIRTY-NINTH MEETING OF THE PURCHASE COMMITTEE HELD ON DECEMBER 14, 2005 AT 5.00 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 - Member
3. Prof. C.L.Anand - Member
4. Prof. J.M.Parakh - Member
5. Prof.C.K.Ghosh - Member
6. Prof. B.S.Saraswat, Finance Officer I/C - Member
7. Shri Dalip Kumar Tetri, Registrar - Member-Secretary

Prof. Pardeep Sahni, Director, SOSS could not attend being out of station. Director, Academic Coordination Division and Director, EMPC 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 meeting of the Purchase Committee. Thereafter, Chairman requested the Member Secretary to present the agenda items. The following items on the agenda were taken up for consideration ad seriatum:

#### **ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 38<sup>th</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON OCTOBER 03, 2005 AND TO NOTE THE ACTION TAKEN THEREON.**

**PC 39.1.1** The Minutes of the 38<sup>th</sup> Meeting of the Purchase Committee were taken up for confirmation. The Member-Secretary informed that the Minutes were circulated to all the Members and no comments have been received. He further informed that these minutes were approved by the Board its 84<sup>th</sup> Meeting held on October 22, 2005. He, therefore, proposed that the Minutes may be deemed as confirmed.

**PC 39.1.2**

The Committee noted the approval to its recommendations by the Board of Management. The Committee further noted the action taken on various recommendations made at its 38<sup>th</sup> meeting and confirmed the minutes. As regards procurement of Hardware, Software and Network Studio Equipment for the Inter-University Consortium, the Committee desired that the procurement process be expedited to support the Centre with the required infrastructure.

**ITEM NO. 2**

**TO CONSIDER AND APPROVE THE PURCHASE OF FURNITURE ARTICLES FROM M/S GODREJ & BOYCE MANUFACTURING COMPANY LTD. FOR SUPPLY TO THE SCHOOLS/DIVISIONS/CENTRES AT THE HEADQUARTERS.**

**PC 39.2.1**

The proposal was taken up for consideration. The Member-Secretary informed the Committee that the University had set up several new Schools and Centres with the approval of the Board of Management, which require furniture and equipment. He further informed that the furniture was provided to some of the existing Schools and Divisions a decade back or so. It has become unserviceable due to wear and tear and is beyond economical repairs. As such, it needed replacement. The requirement of the furniture was therefore, assessed and open tenders were invited. The four offers received were evaluated by the Tender Evaluation Committee, which also visited the premises and the manufacturing facilities of the bidders. The Committee opined that only M/s Godrej and Boyce Manufacturing Co. Ltd. meet the prescribed specifications and the firm was in a position to supply the required furniture. Further, the University had been procuring furniture from them for the last two decades. They had consistently maintained the quality. As such, the cost of maintenance will be minimal, which also has a factor in valuation. He further informed that the rates of furniture were revised by M/S Godrej upwards by 5% to 7 % with effect from November 01, 2005. However, the firm agreed to honour the quoted rates. The offer was negotiated with M/s Godrej, which after sustained efforts agreed to a rebate of 4 per cent on the quoted rates, which works out to 10% if their current prices are taken into account. However, the firm requested 50 per cent payment in advance along with the purchase order and the remaining 50 per cent within 20 days, which was negotiated to 20 working

days of submission of their bills. The Member-Secretary informed the Committee that the pattern of payment demanded by the firm was already accepted by the University in the case of the earlier supply order of furniture for Study centres. The firm is required to furnish bank guarantee against the advance payment for the appropriate amount. Taking into account the above factors, the Committee recommended the offer of M/s Godrej Boyce Manufacturing Co. Ltd. for acceptance.

**PC 39.2.2** The Committee noted that the proposal was concurred in by the Finance & Accounts Division. The Purchase Committee approved the proposal for purchase of furniture approximately of the order of Rs. 1,00,00,000/- (Rs. One crore) only from M/s Godrej and authorized that the orders may be placed on the firm.

**ITEM NO.3 TO CONSIDER THE PROPOSAL FOR PROCUREMENT OF PHOTOCOPYING MACHINES.**

**PC 39.3.1** The Member-Secretary informed the Committee that requisitions have been received from some Schools/Divisions and the newly set up units of the University for replacement/supply of the existing photocopying machines. He explained that these Schools/ divisions needed replacement as the machines available with them have almost completed their life span, are facing frequent breakdowns and are not in a position to cope up with the workload involved. Besides the new units are required to be provided machines. While considering the demand, it was pointed out that the requirements of the newly established schools i.e. the School of Agriculture, the School of Law, the Centre for Differently abled etc. also need to be provided photocopying machines. The committee was further informed that a requisition for supply of machines to newly established Regional centres and Sub- Regional centres (Jabalpur, Koraput, Port Blair- R.Cs and Varanasi and Aligarh Sub Regional Centres) was received from Director RSD after finalization of the agenda notes, which may also be considered.

**PC 39.3.2** The Purchase Committee after detailed discussions approved the purchase of 10 new machines of the approved brands at the approximate cost of Rs. 21,00,000/- (Rupees twenty one lakh) only, after availing the discount, wherever applicable, offered

by the firms under the buy back scheme. The remaining requirements may be considered subject to the availability of funds.

The expenditure on the machines required for new Schools/Units to be met from the Plan grants.

**ITEM NO. 4 TO CONSIDER AND APPROVE THE SUPPLY OF FURNITURE BY M/S GODREJ AND BOYCE MANUFACTURING CO. LTD. TO THE STUDY CENTRES ETC. DURING THE PERIOD MARCH 01, 2005 TO APRIL 26, 2005**

**PC 39.4.1** The Member-Secretary informed that to provide student support services, the University have set up an extensive network of Regional Centres, Sub-Regional Centre and Programme Study Centres. From January, 2002 onwards, the University set up 525 such centres which required the furniture and equipment as per the MOUs entered with the host Institutions and based on the approved norms. The proposal was considered by the Purchase Committee at its 30<sup>th</sup> Meeting held on 11.7.2003, which was also approved by the Board at its 78<sup>th</sup> meeting held on December 29, 2003. Accordingly, purchase order was issued on March 01, 2005 to M/s Godrej for supply of furniture to 305 centres. However, the Purchase Committee at its 36<sup>th</sup> Meeting held on April 13, 2005 observed that the norms for supply of furniture to the Programme Study Centres and Special Study Centres were not yet approved by the Competent Authority and therefore, directed that the proposal be processed afresh. The order placed with M/s Godrej was, therefore, cancelled on 26.4.2005. The Member-Secretary further informed that during the intervening period of placing of the supply order and its cancellation, the firm had already supplied furniture worth Rs. 30,82,907/- to 23 study centres. The procurement of furniture worth Rs.30,82,907/- made by the University, thus, needs to be approved post-facto.

**PC 39.4.2** The Committee noted that the furniture had already been received, which was based on the previous norms for supply of furniture to the Regular Study Centres. The Committee therefore, accorded post-facto approval to the expenditure of Rs.30,82,907/- (Rs. Thirty Lakh Eighty Two Thousand Nine Hundred and Nine) only.

**ITEM NO. 5 TO CONSIDER AND APPROVE THE PROPOSAL FOR PROCUREMENT OF SPARE PARTS FOR THE 10 KW FM TRANSMITTER.**

**PC 39.5.1** The Item was taken for consideration. The member Secretary informed the Committee that a proposal of procurement of spare parts for BE FM transmitters procured from M/s BEL was considered by the Technical Purchase Committee, which recommended the procurement. The committee also approved the list of spares. Sealed quotations were invited from M/s BEL Bangalore (the suppliers of transmitter) and M/s Broadcast Electronics, USA (the manufacturers). The quotations were evaluated by the Tender Evaluation Committee which recommended the procurement of spares from the manufacturers, namely M/s Broadcast Electronics, USA at a total CIF price of US\$ 59,180.40 and customs duty of 5.1% payable in Indian Rupee at the time of clearance at the New Delhi Airport. The financial concurrence was also obtained. However, the concurrence was accorded in Indian rupee i.e. Rs.26,03,937/- instead of in the US\$. Since the spare parts are to be procured from M/s Broadcast Electronics, USA on LC terms, approval was necessary for opening of the Letter of Credit in favour of the firm for US\$ 59,180.40 instead of in rupees.

**PC 39.5.2** The proposal was considered. The Committee noted that the order for supply of the spares was yet to be placed on the firm. The Committee approved the proposal for expenditure of US\$ 59,180.40 (US\$ Fifty Nine thousand One hundred and Eighty) only and directed that before placing the purchase order concurrence of the Finance & Accounts Division for LC in US\$ be obtained.

**ITEM NO.6 TO CONSIDER AND APPROVE THE PROPOSAL FOR THE PROCUREMENT, INSTALLATION, TESTING AND COMMISSIONING OF 62.5 KVA DG SET FOR THE SIDHI PROJECT, JABALPUR**

**PC 39.6.1** The Item was taken up for consideration. The Committee was informed that for implementation of the EDUSET supported network at Sidhi, Jabalpur, limited tender enquiry setting out the terms & conditions and technical specifications for purchase of a 62.5 KVA DG set was sent to 17 dealers. The notice was also put on the IGNOU website. In response 4 firms submitted bids, of which, only 2 firms submitted the technical details. The Tender Evaluation Committee examined the two bids and recommended purchase of DG Set from M/s Spain Electronics Corp. (India), Laxmi Nagar, Delhi, the lowest bidder, at the negotiated price of Rs.6,35,040/- (Rs. Six Lakh Thirty Five Thousand and Forty) only. The following cost to be extra:

Transportation cost	Rs.20,000/ (Rupees Twenty thousand) only
Installation Charges	Rs.20,000/ (Rupees Twenty thousand) only
Inspection charges	Rs.15,000/ (Rupees Fifteen thousand) only
Earthing	Rs.4,500/ (Rupees Four Thousand and Five Hundred) only
G.I Strip (25X5)	Rs.80/ (Rupees Eighty) only per meter
Exhaust Pipe etc.	Rs.1,730/ (Rupees One Thousand Seven Hundred and Thirty) only per meter
PVC Power cable	Rs.630/ (Rupees Six Hundred and Thirty) only per meter
Sales tax	12.5% (Twelve and Five percent) only
Octroi,	if any.

**PC 39.6.2** The payment will, however, be made after the supply installation and satisfactory commissioning of the Generator set, to be completed within 30 days from the date of receipt of the purchase order by the firm.

The Committee considered and approved the proposal.

**ITEM NO.7 TO CONSIDER AND APPROVE THE PROPOSAL FOR THE PROCUREMENT OF ADDITIONAL ITEMS FOR THE VIDEO SERVER EQUIPMENT.**

**PC 39.7.1** The Item was tabled and taken up for consideration. It was explained that with the approval of the Purchase Committee orders for supply of Video Server Equipment was placed on M/s Comcon Industries, New Delhi, which supplied the equipment. However, some additional items, detailed below are also required for the video server equipment for digital transmission. The matter was considered by the Technical Purchase Committee, which approved the procurement of these additional items from M/s Comcon Industries at a total cost of Rs.18,24,768/-.

**PC 39.7.2** The Purchase Committee considered and approved the proposal for the purchase of additional items at an estimated cost of Rs. 18,24,768/- (Rs. Eighteen Lakh Twenty Four Thousand Seven Hundred and Sixty Eight) only as detailed below. Sales Tax @ 12.5% and Customs Duty @ 5.1% to be extra.

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Qty.</b>	<b>Unit Price (Rs.)</b>	<b>Total Cost (Rs.)</b>
1	Composite Video A/D Converter	6 Nos.	1,18,800	7,12,800
2	Composite Video D/A Converter	6 Nos.	71,280	4,27,68
3	Audio-Analog to Digital Converters	6 Nos	57,024	3,42,144
4	Audio Digital to Analog Converters	6 Nos.	57,024	3,42,144
<b>Total</b>				<b>18,24,768</b>

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

**(Dalip Kumar Tetri)**  
Member-Secretary