

## IGNOU

### **MINUTES OF THE FORTY-FIRST MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 31, 2006 AT 10.00 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. J.M.Parakh - Member
4. Prof. Pardeep Sahni - Member
5. Prof. B.S.Saraswat, Finance Officer (I/C) - Member
6. Dr. C.K. Ghosh, Director, RSD - Member
7. Shri Dalip Kumar Tetri, Registrar - Member-Secretary

Shri V.K. Arora, Director, EMPC attended the meeting as Special Invitees. Prof. C.L. Anand could not attend the meeting.

Shri R.P.D. Singh, Assistant Registrar (Governance) was present to assist the Committee.

The Chairman welcomed the members to the 41<sup>st</sup> meeting of the Purchase Committee and requested Shri Dalip Kumar Tetri, Member-Secretary to present the agenda items. The following items on the agenda were taken up for consideration, ad seriatim:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 40<sup>TH</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON FEBRUARY 28, 2006 AND TO NOTE THE ACTION TAKEN THEREON**

**PC 41.1.1** The Minutes of the 40<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 proposed that the Minutes may be deemed as confirmed.

**PC 41.1.2** The Committee noted the action taken on the various recommendations made by the Committee at its previous meeting and confirmed the minutes.

**PC 41.1.3** As regards the acquisition of DWTV vide Item No. 2 of the Minutes of the 40<sup>th</sup> Meeting, the Committee desired that letter should be sent to the suppliers emphasizing that the delivery should be completed within the date stipulated in the Purchase Order failing which the purchase order will be deemed as cancelled.

**PC 41.1.4** As regards Item No. 6 of the Minutes of the 40<sup>th</sup> Meeting, the Committee noted that the Non-Linear Editing System has since been supplied on 30<sup>th</sup> March, 2006. The Committee desired that the installation of the system should be completed by 5<sup>th</sup> April, 2006.

**ITEM NO. 2 TO CONSIDER THE PROPOSAL FOR PURCHASE OF 01 HIGH SPEED SCANNER (90 PPM) AND 02 LOW SPEED SCANNERS (20 PPM) FOR EDUSAT**

**PC 41.2.1** The item was taken up for consideration. It was explained that the University has started ICT based education through EduSat Network. The University, therefore, requires a comprehensive Digital Repository of the courseware and audio-video material for supply to its students. The Digital Repository is also necessary for off-line browsing of contents by the students. This involves digitization of the content of the course material through scanning of the documents and the editing of the contents. It was further informed that for the present only two brands 'Canon' and 'Mitushi' are available in the market. It was proposed to procure 01 High Speed Scanner (90 PPM) and 02 Low Speed Scanners (20 PPM). The quotations were invited from 05 venders whcih were

evaluated by the Technical Evaluation Committee (TEC). The Committee has recommended the purchase of Scanners from M/s. Mitushi Electronic Components Pvt. Ltd., the L-1 firm, at the cost of Rs.6,52,460.00 (Rupees six lakh fifty-two thousand four hundred sixty) only.

**PC 41.2.2**

The Purchase Committee noted that though both the firms, M/s. Canon Ltd. and M/s. Mitushi have quoted the same rate, M/s. Mitushi Electronic Components Pvt. Ltd. have given a specific information on delivery period (of 2 to 4 weeks), the **validity**, the **warranty** and the **terms of payment** (after delivery) while no such information has been furnished by M/s. Canon Ltd. The Committee, therefore, considered the proposal and approved the purchase of 01 High Speed Scanner (90 PPM) and 02 Low Speed Scanners (20 PPM) from M/s. Mitushi Electronic Components Pvt. Ltd. at a total cost of Rs.6,52,460 (Rupees six lakh fifty two thousand four hundred and sixty) only.

**ITEM NO. 3**

**TO CONSIDER AND APPROVE THE PROPOSAL FOR PAYMENT OF BILLS OF M/S. GODREJ & BOYCE MFG. CO. LTD. TOWARDS SUPPLY OF FURNITURE TO THE STUDY CENTRES BASED ON THE OLD NORMS**

**PC 41.3.1**

The item was taken up for consideration. The Member-Secretary explained that the Purchase Committee at its 30<sup>th</sup> meeting held on 11-7-2003 approved the proposal for procurement and supply of furniture items to the newly established study centers, special study centers and programme centers. The purchase orders were also placed on the firm, M/s. Godrej & Boyce Mfg. Co. Ltd. However, the Purchase Committee at its 36<sup>th</sup> Meeting observed that the norms for supply of furniture for the Special Study Centers and Programme Study Centers were not yet

approved by the competent authority, and had directed that the proposal needed to be processed afresh. This necessitated cancellation of the orders already placed on the firm.

**PC 41.3.2**

In the meantime, M/s. Godrej & Boyce Mfg. Co. Ltd. had, however, already supplied furniture articles to 34 Special Study Centres which may be due to some logistic reasons. With a view to resolve the matter, a meeting was convened under the chairmanship of Pro Vice-Chancellor which was participated by the firm, the Finance Officer and Registrar (Admn.). The Committee took a view that since the furniture articles were already supplied by the firm, the University may entertain bills in respect of supplies made to the 19 Special Study Centres till 15<sup>th</sup> June, 2005. As regards the furniture supplied by the firm to the 15 Special Study Centres after 15-6-2005, the representatives of M/s. Godrej agreed to shift the furniture to the nearby centers identified by the University, at their cost, and the bills in respect of these centers could be entertained after the shifting of the furniture.

**PC 41.3.3**

The Purchase Committee considered and approved the proposal for payment of Rs.29,77,018/- (Rupees twenty nine lakh seventy-seven thousand eighteen) only to M/s. Godrej towards supply of furniture as per details in the **Appendix**. The Committee also recommended that the payment of Rs.16,60,318/- (Rupees sixteen lakh sixty thousand three hundred eighteen) only to M/s. Godrej & Boyce Mfg. Co. Ltd. in respect of the furniture supplied to 19 Special Study Centres till 15<sup>th</sup> June, 2005 may be entertained. As regards the payment for the furniture supplied to the 15 Special Study Centres, after 15<sup>th</sup> June, 2005 the Committee recommended that the payment of Rs.13,16,700/- (Rupees thirteen lakh sixteen thousand seven hundred) only be entertained by after the furniture to the nearby Study Centres as identified by

the University has been shifted at their cost by the firm.

**ITEM NO. 4            TO REPORT ON THE PURCHASE OF  
PHOTOCOPY MACHINES FOR NEWLY  
ESTABLISHED SCHOOLS AND REGIONAL  
CENTRES/SUB-REGIONAL CENTRES**

**PC 41.4.1**            The item was taken up for consideration. The Committee was of the view that proposal needed to be processed afresh and the possibility to procure the machines at DGS&D rate contracts or through a fresh tenders may be explored.

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

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

## IGNOU

### EXTRACT OF THE MINUTES OF THE FORTY-FIRST MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 31, 2006

#### ITEM NO. 2 TO CONSIDER THE PROPOSAL FOR PURCHASE OF 01 HIGH SPEED SCANNER (90 PPM) AND 02 LOW SPEED SCANNERS (20 PPM) FOR EDUSAT

##### PC 41.2.1

The item was taken up for consideration. It was explained that the University has started ICT based education through EduSat Network. The University, therefore, requires a comprehensive Digital Repository of the courseware and audio-video material for supply to its students. The Digital Repository is also necessary for off-line browsing of contents by the students. This involves digitization of the content of the course material through scanning of the documents and the editing of the contents. It was further informed that for the present only two brands 'Canon' and 'Mitushi' are available in the market. It was proposed to procure 01 High Speed Scanner (90 PPM) and 02 Low Speed Scanners (20 PPM). The quotations were invited from 05 vendors which were evaluated by the Technical Evaluation Committee (TEC). The Committee has recommended the purchase of Scanners from M/s. Mitushi Electronic Components Pvt. Ltd., the L-1 firm, at the cost of Rs.6,52,460.00 (Rupees six lakh fifty-two thousand four hundred sixty) only.

##### PC 41.2.2

The Purchase Committee noted that though both the firms, M/s. Canon Ltd. and M/s. Mitushi have quoted the same rate, M/s. Mitushi Electronic Components Pvt. Ltd. have given a specific information on delivery period (of 2 to 4 weeks), the **validity**, the **warranty** and the **terms of payment** (after delivery)

while no such information has been furnished by M/s. Canon Ltd. The Committee, therefore, considered the proposal and approved the purchase of 01 High Speed Scanner (90 PPM) and 02 Low Speed Scanners (20 PPM) from M/s. Mitushi Electronic Components Pvt. Ltd. at a total cost of Rs.6,52,460 (Rupees six lakh fifty two thousand four hundred and sixty) only.