

## IGNOU

### **MINUTES OF THE 44<sup>TH</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON MAY 12, 2007 AT 4.00 P.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068**

The following were present:

1. Prof. V.N. Rajasekharan Pillai, Vice-Chancellor - Chairman
2. Prof. Pardeep Sahni - Member
3. Prof. B.S.Saraswat - Member
4. Prof. J.M. Parakh - Member
5. Shri R. Chauhan, Finance Officer - Member
6. Shri Dalip Kumar Tetri, Registrar - Member-Secretary

Prof. C.L. Anand, Member could not attend the meeting.

At the outset, the Chairman welcomed the members to the 43<sup>rd</sup> Meeting of the Purchase Committee, a Standing Committee of the Board of Management and then requested the Member-Secretary to present the items on the agenda. The Member-Secretary then presented the following agenda items, ad seriatim:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 43<sup>RD</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 28, 2007 AND TO NOTE THE ACTION TAKEN THEREON**

**PC 44.1.1** The Minutes of the 43<sup>rd</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, therefore, proposed that the Minutes may be confirmed.

He also briefed the Committee of the action taken on the various recommendations made at its previous meeting.

**PC 44.1.2** As regards the balance payment to M/s Godrej, the Committee was informed of the decision of the Vice-Chancellor to retain the items of furniture already supplied to the Special Study Centres and to release the payment withheld so far. The Committee was further informed that the said decision is being placed before the Board of Management in its ensuing meeting scheduled to be held on 22<sup>nd</sup> May, 2007 for approval. The Committee appreciated the decision in the matter and desired that the payment be released at the earliest.

**PC 44.1.3** With the above direction, the Committee confirmed the Minutes of the 43<sup>rd</sup> Meeting.

**ITEM NO. 2 TO CONSIDER PURCHASE AND INSTALLATION OF STACK RACKS IN THE LIBRARY AND DOCUMENTATION DIVISION**

**PC 44.2.1** The item was taken up for consideration. The Member-Secretary informed the Committee that the Library & Documentation Division has proposed purchase of library stacks. Limited tenders were invited on 14-10-2006. The tenders submitted by 06 firms were evaluated by the Tender Evaluation Committee with reference to the terms and conditions of the tender. At the stage of technical evaluation, the Tender Evaluation Committee (TEC) noted that M/s. Royal Safe Co. has not submitted the EMD and therefore, did not qualify for consideration. The Committee, therefore, recommended opening of the financial bids of the remaining 05 firms. Further on the technical evaluation of the bids, the Committee noted that the rates of M/s New Age Industries were the lowest for the main unit while the rate of M/s Standard Stamping (India) was the lowest for add on unit. The Committee was of the view that the rates for main unit and add on unit could not be taken separately as the units of different makes may not be compatible. The

Committee was further informed that the TEC, taking the compatibility aspect into account recommended award of the contract to the L-1 firm based on the total cost of the main unit and add on unit, i.e., M/s Standard Stamping (India). He further explained that the financial implication for 40 main and 120 add on units works out to Rs.10,34,000/- (Rupees ten lakhs thirty four thousand) only.

**PC 44.2.2** The Committee considered and approved the proposal.

**ITEM NO. 3 TO CONSIDER THE PROVISION FOR TWO DESKTOP COMPUTERS, ONE PRINTER AND UPS AT THE LEARNER SUPPORT CENTRES**

**PC 44.3.1** The item was taken up for consideration. The Member-Secretary informed the Committee that the Student Support Services network of the University has grown tremendously over the years and as on date the University has established 1413 Study Centres across the country. These include the regular Study Centres, Programme Study Centres, Sub-Study Centres, Special Study Centres, etc. With the growth of student enrolment in the University, the workload relating to academic and administrative activities has grown manifold. It is, therefore, proposed to provide 02 Desktop PCs with internet connectivity, 01 Printer and 01 UPS to the Study Centres of the University. It is further proposed that the University will provide the above facilities to the Study Centres but the space required for the purpose and the expenditure on security and maintenance will be met by the host institutions.

**PC 44.3.2** The Committee appreciated the need for provision of the above facilities and accorded in principle approval to the proposal involving the expenditure of Rs.21,19,50,000/- (approx.). The Committee, however, desired that a proper assessment of requirement of the Study Centres be made in terms of the student enrollment, etc. before considering provision of the infrastructure. The Committee further desired that proper norms should be worked out before providing these facilities to the Study Centres.

**ITEM NO. 4 TO CONSIDER AND APPROVE THE PAYMENT TO M/S. COSMIC INFOSYSTEMS PVT. LTD., BANGALORE TOWARDS REPAIR/REPLACEMENT OF DISH ANTENNA SYSTEM INSTALLED AT VARIOUS STUDY CENTRES OF IGNOU**

**PC 44.4.1** The item was taken up for consideration. Shri V.K. Arora, Director, EMPC, who was invited to present the item, explained that the Purchase Committee at its meeting held on 3-10-2005 accorded approval for award of the work of repair/replacement of Dish Antenna System installed at 200 Study Centres in the country. The order was placed on M/s Cosmic Infosystems Pvt. Ltd., Bangalore (L-1 Firm) at an estimated cost of Rs.6.00 Lakhs. The work order was also placed on the firm for repair/replacement of Dish Antenna System at 239 Study Centres covering North-East region, North (including J&K), South, East and West. He explained that the estimate of Rs.3000/- per Study Centre was based on the average cost towards the site visit and replacement of parts like LNBC/Feed Horns, which did not include the other components involved in repairs, thereby underestimating the financial requirement. He also mentioned that it was difficult to assess the extent of repairs/replacements required till the visit to such locations is actually made. From the certificates received from the Study Centres/Regional Centres, it was revealed that in addition to the repair work, replacement of digital satellite receivers and cables have also been done by the contractor at 121 Centres. Further, at 36 other Centres, new dish antenna has been provided as the existing system was beyond repair. The average cost of repair has, therefore, increased from the approved amount of Rs.3000/-per Centre to Rs.12000/- per Centre.

**PC 44.4.2** The Committee after detailed discussions approved the payment of Rs.20,73,791/- (Rupees twenty lakh seventy three thousand seven hundred ninety one) only to M/s Cosmic Infosystems Pvt. Ltd. as the rate charged by the firm are those already approved by the Committee and the Board. The Committee also desired Director, EMPC to certify that

these Dish Antenna are in a functional condition. The Committee was also informed by the Director, EMPC that from July 01, 2007, the system is being placed on DTH platform for which Dish Antenna of smaller size will be required and after installation thereof, the existing Dish Antenna will be used as a standby arrangement.

**ITEM NO. 5 TO CONSIDER BACK OFFICE AUTOMATION WITH PURCHASE, CUSTOMIZATION AND IMPLEMENTATION OF ERP MODULES, BLADE, SERVERS, NETWORKING EQUIPMENTS, STORAGE, TRAINING AND 05 YEARS OF MANAGEMENT SERVICE PROVISIONING**

**PC 44.5.1** The item was taken up for consideration. The Head, Computer Division, who was invited to present the item, explained that the Board of Management at its 88<sup>th</sup> Meeting had approved the proposal for initiating and executing the process for total quality management of the administrative operations and networking of the University. Accordingly, the Expression of Interest (EOI) was invited through the Press advertisement. In response, 16 bids were received. He further explained that an Expert Committee was constituted to examine the bids and selecting the vendor. The Committee examined the bids and suggested appointment of a Consultant for preparing the tender documents and helping in the process. The request for proposal was received from 04 firms, namely, WIPRO, HCL, TCS and CMC. All these firms were invited for a technical demonstration. Except CMC other firms responded. After technical evaluation the financial bids of these firms were opened and assessed by the Committee. On the final evaluation, the TCS was selected based on the highest combined score based on quality and cost counts. However, the Committee desired that the offer and pricing pattern of M/s TCS should be examined in further details.

**PC 44.5.2** The proposal was discussed in detail. In view of huge cost of Rs.27.00 Crores involved in the proposal, the Committee decided that the TEC may further examine the rates quoted for various items by TCS for suitable recommendations in

the matter. The Committee also desired that the matter be placed before the Finance Committee for examination in which the members of the TEC and the members of the Purchase Committee may be invited. The Committee also suggested that a specific provision for funds in the budget may be proposed for consideration and approval by the Finance Committee.

**ITEM NO. 6 TO CONSIDER AND APPROVE THE PURCHASE OF FURNITURE ITEMS FOR VARIOUS DIVISIONS/SCHOOLS OF THE UNIVERSITY**

**PC 44.6.1** The item was taken up for consideration. The Member-Secretary informed the Committee that open tenders were invited for purchase of furniture items for supply to the various Divisions/Schools/Centres. In response, 04 tenders were received. On technical evaluation of the tenders, only 03 tenders namely, M/s New Age Industries, M/s Godrej & Boyce Mfg. Co. Ltd. and M/s Delite Kom Ltd. were found qualified for opening of the financial bids. The financial bids were evaluated and the 03 internal members of the Tender Evaluation Committee recommended procurement of the furniture from different suppliers based on **item-wise L-1**. He explained that in terms of the provisions under the tender document (Instructions to Tenderer, Annexure – IV, 9(a)), the purchaser reserves the right of acceptance of whole or any part of the tender or portion of the quantity offered and the tenderer shall supply the same at the rates quoted. He further explained that in overall quote for the entire range of the furniture required, M/s New Age Industries was L-1, M/s Delite Kom Ltd. was L-2 and M/s Godrej & Boyce Mfg. Co. Ltd. was L-3. The Committee has further recommended to buy the furniture items through DGS&D if their rates for the items of same specifications were lower than L-1. As the rates of the DGS&D were lower for Tables, category B,C,D and E, the Committee recommended to procure the same through DGS&D. In the case of Book Cases and Filing Cabinets, the Committee advised to ascertain the specifications from the DGS&D and in case these are found within the tolerance limit of  $\pm 5\%$  of the specification, the items may be procured at the

DGS&D rate contract or else from the firm which was L-1 among the bidders. The total financial implication of the proposal is Rs.80,78,720.58 if the furniture is procured from item-wise L-1 Firms. However, if it was decided to procure the furniture from L-1 for the total items tendered, the total financial implication is Rs.85,55,759.46.

**PC 44.6.2**

The Committee discussed the proposal in detail including the observations of Shri M.P. Gupta, the External Member on the TEC and approved the proposal for procurement of furniture from the item-wise L-1 firms as indicated below:

	<b><u>Item-wise L-1</u></b>
1. M/s New Age Industries	Rs. 49,04,154.27
2. M/s Delite Kom Ltd.	Rs. 18,24,975.00
3. M/s Godrej & Boyce	Rs. 17, 956.26
4. DGS&D	<u>Rs. 13,31,635.05</u>
<b><u>Total</u></b>	<b><u>Rs. 80,78,720.58</u></b>

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

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