

## IGNOU

### **MINUTES OF THE 49<sup>TH</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON AUGUST 20, 2008 AT 2.30 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. Basir Ahmad Khan, PVC - Member
3. Prof. Manohar Lal - Member
4. Shri R. Chauhan, Finance Officer - Member
5. Shri V.K. Arora - Member
6. Shri K. Laxman, Registrar - Member-Secretary

Prof. Shafiqa Parvin, Member could not attend the meeting.

At the outset, the Chairman welcomed the members to the 49<sup>th</sup> Meeting of the Purchase Committee, a Standing Committee of the Board of Management. The Chairman on behalf of the Purchase Committee placed on record the valuable contributions made by the outgoing member, Prof. N.V. Narasimham whose term expired as member on Purchase Committee on 11-8-2008. The Chairman then requested the Member-Secretary to present the items on the agenda.

The following items on the agenda were taken up for consideration, ad seriatim:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 48<sup>th</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 20, 2008 AND TO NOTE THE ACTION TAKEN THEREON**

**PC 49.1.1** The Member-Secretary informed the Committee that the Minutes of the 48<sup>th</sup> Meeting of the Purchase Committee held on 20<sup>th</sup> March, 2008 were circulated to the members and no comments have been received on these minutes. The report on

action taken on the decisions of the Purchase Committee is placed before the Committee. He further informed that the Minutes were also placed before the Board of Management at its 94<sup>th</sup> Meeting held on 10<sup>th</sup> April, 2008 and were approved by the Board. Referring to the Item Nos.4 and 5 of the Minutes of the 48<sup>th</sup> Meeting of the Purchase Committee, (Resolution No.48.4.1 and 48.5.1), the Member-Secretary informed that these items related to the Computer Div. and were presented by the Head, Computer Div. and not by Director, EMPC as erroneously recorded in the Minutes. He therefore, proposed that the divisions mentioned in the 1<sup>st</sup> line of the above Resolutions may be corrected as '*Computer Division*' in place of '*EMPC*'. He also informed that '*Professional IRDS*' mentioned in the 2<sup>nd</sup> line of the Resolution No. 48.9.1(1) may be corrected as '*Professional Scan Converters*'. He therefore, proposed that the Minutes of the 48<sup>th</sup> Meeting of the Purchase Committee may be confirmed, with the above correction.

**PC 49.1.2**

The Purchase Committee noted that the recommendations made at its 48<sup>th</sup> meeting have been approved by the Board. The Committee also noted the action taken on the various recommendations of the 48<sup>th</sup> Meeting of the Purchase Committee. The Committee particularly noted the typographical errors in the Minutes in respect of Item Nos. 4 and 5 as mentioned by the Member-Secretary, and also the clarifications furnished by Prof. Uma Kanjilal, Director, SOSS with regard to Item No.8 of the 48<sup>th</sup> meeting relating to the purchase of Servers for e-Gyankosh and confirmed the Minutes of the 48<sup>th</sup> Meeting of the Purchase Committee, with the corrections in Resolution Nos. PC 48.4.1 and PC 48.5.1.

**ITEM NO. 2**

**TO CONSIDER THE IMPACT ASSESSMENT STUDY ON THE USE OF EDUSAT AND GYAN VANI NETWORK OF THE UNIVERSITY**

**PC 49.2.1**

The item was taken up for consideration. Sh. V.K. Arora, Member explained the need to conduct feedback, evaluation and impact study on the use of Edusat and Gyan Vani Network in order to improve our ICT facilities – Edusat

Network being used for video tele-conference facilities and Gyan Vani Network for the broadcast of educational programmes interactive radio counseling etc. He informed the Committee that for out-sourcing the assessment study, 5 firms had responded to our queries, out of which the offer of M/s Centre for Study of Developing Societies (CSDS), New Delhi was found to be best in terms of the cost and quality. The expenditure involved towards conducting this study is Rs.9.06 lakhs, including the analysis fee of Rs.50,000/-. Prof. Manohar Lal, Member emphasized that there was a need to fix necessary parameters to be used in Assessment Study/quality etc., in consultation with the Schools. He also suggested that in future, in the matters relating to assessment of Edusat, Gyan Darshan & Gyan Vani etc, which are used mainly to deliver lectures of academic programmes including those of IGNOU, EMPC may invite at least one representative from each School to determine parameters for assessment.

**PC 49.2.2** The matter was discussed in detail. The Committee desired that the offers of all the firms may be circulated among the members of the Purchase Committee for their further scrutiny and recommendations for consideration of the Purchase Committee.

**ITEM NO. 3 TO CONSIDER AND APPROVE PROCUREMENT OF EQUIPMENT FOR GYAN VANI STUDIOS**

**PC 49.3.1** The item was taken up for consideration. Sh. V.K. Arora, Director, EMPC explained that for supply of 14 Gyan Vani Studio Equipments, five firms had responded to our Open Tender Enquiry. The estimated cost of the equipments is Rs.2,52,00,000/-. Keeping in view the urgency of the requirement, the Tender Evaluation Committee (TEC) recommended opening of the commercial bids of M/s Hytech Trading, New Delhi and M/s Comcon Industries, New Delhi. Sh. Arora further informed that since the only firm M/s Hytech Trading satisfied the requirements for a complete demonstration of the system, the Tender Evaluation Committee recommended to place the Order on the firm for one system on a pilot basis. The firm M/s Hytech Trading had

quoted Rs.39,83,927/- and the TEC recommended negotiations with the firm for price reduction. The firm agreed to reduce the price upto Rs. 2 lakhs in aggregate, per Gyan Vani Station and reduced the price by Rs.2,28,688/-. Thus, the total price of the equipment for Gyan Vani Studio works out to Rs.37,55,238/- (plus taxes) per Gyan Vani Station with further reduction in the training charges from Rs.1 lakh to 95,000/-. The Finance Officer and Prof. Manohar Lal, Members pointed out that urgency was taken as a ground for not getting clarification from M/s HCL Infosystem and M/s VSM Agencies (P) Ltd. whether they may give 3 years warranty. However, the following facts contradict the urgency:

- (i) the commercial bid was opened on 7.03.2008, 2½ months later,
- (ii) the statement of rate quoted was placed before TEC on 23.05.2008, i.e., after six months.

In view of (i) and (ii) above, clarifications in respect of 3 years warranty from M/s HCL Infosystem and M/s VSM Agencies (P) Ltd could have been obtained in the mean time.

**PC 49.3.2**

The proposal was discussed in detail. With the above observations, the Purchase Committee approved the procurement of Studio Equipment from M/s Hytech Trading on pilot basis for Gyan Vani Station, Ahmedabad at a total cost of Rs. 37,55,238/- plus taxes and training charges of Rs.95,000/- plus taxes for one site.

**ITEM NO. 4**

**TO CONSIDER AND APPROVE PROCUREMENT OF ADOBE ACROBAT CONNECT PROFESSIONAL – WEB CONFERENCING SOLUTION FOR e-GYANKOSH**

**PC 49.4.1**

The item was taken up for consideration. Prof. Uma Kanjilal, Director, SOSS explained that the complete e-learning solution and video conferencing play an important role to provide one to one real time interaction but the University

does not have internet based video conferencing facility. Two way video conferencing facility is also not available at many centres. Besides, international students do not have access to the teleconferencing facility. She informed that Adobe Acrobat Connect is a web based application that provides rich web experiences for online teaching, learning and collaboration that everyone can access instantly, wherever the internet facility is available. She further explained that the product, a state-of-the-art video conferencing solution, ADOBE ACROBAT CONNECT PROFESSIONAL is a proprietary item of Adobe Inc. which is distributed by Virtual Studio Pvt. Ltd. New Delhi, an Adobe Authorized Education Partner (AAEP) in this region. The complete solution with license for 50 concurrent users has been quoted by Virtual Studio Pvt. Ltd as Rs.21,77,075 which is approximately 1/3<sup>rd</sup> of the commercial pricing.

#### **PC 49.4.2**

The Committee considered the matter in detail. Shri V.K. Arora, Member pointed out that LMS provided by ISRO may also give video conferencing facility and the facility may prove better for Internet based Video Conferencing. Prof. Manohar Lal and the Finance Officer also pointed out that the proposed product is a proprietary item, and hence other providers of similar software for Video Conferencing should have been taken into consideration, following the normal course of inviting quotations. It was further pointed out that SR&E and some other divisions of IGNOU were also considering using video-conferencing facilities. Therefore, a proposal in this respect, taking into consideration requirements of other divisions/units of IGNOU may be made. Prof. Manohar Lal, Member pointed out that the technical aspects should have been judged by the larger academic community as far as quality of the product is concerned. At this point of time, the Chairman asked Prof. Manohar Lal to look into the technical aspects of the proposal and to give his comments.

It was also emphasized the issue of very high cost of training which is quoted as Rs. 4.5 lakhs whereas the (Price-Quoted minus Training) is 17.27 lakhs. In other words, training cost being more than 25% of the cost otherwise, is very high.

Also no specific details are given about the number of persons to be trained by the vendor, about whether the training is to be provided in IGNOU or at the vendor's site, and if so, in Delhi or outside, and many other such issues. Details in this respect should have been given. The members emphasized the need to provide the details as the item under Additional Support and services costing more than Rs.4.41 lakhs.

Comments from Prof. Manohar Lal, as desired by the Chairman, are as follows:

“One of very important quality characteristics of any software is its usability or its user friendliness. In other words, the software itself should guide the user in future course of actions in using the software. The user should require minimum training in using the software. However, in the case of proposed proposal, the software seems to be so difficult to use that cost of learning how to use the software is more than 25% of the cost otherwise. The university should avoid purchasing a software, for which the cost of learning/training is too high. As there are only 1+ 6 students in MLIS on-line programme and only 12 students in Law on-line programme, hence software for at most 12 concurrent users should be sufficient. As the life of a software, on the average, is not more than one year, by next year, when number of students may increase, a new version of the software may come. Therefore we should think of the software requirement in terms of currently enrolled students only. There are a large number of products for video-conferencing for which the proposal is made (list enclosed as **Appendix-1**). Therefore, instead of entertaining a proposal from one vendor/supplier, the university should adopt the normal procedure. While purchasing software, representatives from Computer Division and School of Computer and Information Sciences should be invited to judge the quality of software.”

#### **PC 49.4.3**

The Purchase Committee after detailed deliberations observed that a fresh proposal taking into consideration the above comments of the members may be submitted.

**ITEM NO. 5 TO CONSIDER AND APPROVE PROCUREMENT OF 3 NOS. OF DIPLEXERS**

**PC 49.5.1** The item was taken up for consideration. Sh.V.K. Arora, Member informed the Committee that Open Tender was floated to procure 3 Nos. of Diplexers for Gyan Vani Sites at Madurai, Jalandhar & Tirunelveli. Six firms responded to our Tender enquiry, of which, 4 firms were technically shortlisted. The Tender Evaluation Committee, after opening of the commercial bids, recommended the procurement of 3 Nos. of Diplexers from M/s Teracom Components, Sweden at FOB price US\$ 85638.

**PC 49.5.2** After detailed discussions, the Committee approved the proposal for procurement of 3 Nos of Diplexers from M/s Teracom Components, Sweden at a total FOB price of US\$ 85638; the airfreight, Insurance, Customs Duty, Octroi, other taxes and inland transportation being extra, as per actuals.

**ITEM NO. 6 TO CONSIDER AND APPROVE THE PURCHASE OF FURNITURE & EQUIPMENTS FOR REGIONAL WAREHOUSE ESTABLISHED AT IGNOU REGIONAL CENTRE, JAIPUR FOR DISTRIBUTION OF STUDY MATERIAL TO THE LEARNERS**

**PC 49.6.1** It was informed by the Director, Regional Services Division that in pursuance of the decision taken by the Board of Management at its 94<sup>th</sup> meeting, the Regional Centres were requested to submit the proposals for purchase of furniture & equipments for the warehouses, as per prescribed norms and guidelines, following the provisions under GFR-2005. He informed that a proposal for purchase of the furniture & equipments received from the RC, Jaipur was considered by the purchase committee of the Regional Services Division (Hqs), constituted for considering the proposals in this regard. The Committee has approved the proposal. The total amount involved for purchasing the items for warehouse established at RC, Jaipur is Rs.18,54,268/-.

**PC 49.6.2** The Purchase Committee discussed the matter in detail. The Committee noted that the expenditure involved for procuring these items exceeds Rs.5.0 lakhs. The Committee further noted the powers of the Purchase Committee as per its Constitution, vis-a-vis the powers under the Delegation of Financial Powers etc., particularly where the cost of the items of furniture exceeds Rs.5.00 lakhs. The Committee was of the opinion that the items of furniture and equipments for warehouse are different and suggested that these may be segregated in future proposals.

**PC 49.6.3** With the above observations, the Purchase Committee approved the proposal for purchase of furniture & equipments at the cost of Rs.18,54,268/- (Rs. Eighteen lakhs fifty four thousand two hundred sixty & eight) only for Regional Warehouse at RC, Jaipur.

**ITEM NO. 7 TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR FOR THE PURCHASE OF SERVERS FOR LIBRARY & DOCUMENTATION DIV. AND NATIONAL CENTRE FOR INNOVATIONS IN DISTANCE EDUCATION**

**PC 49.7.1** The Committee noted that to meet the urgent requirement of 02 Servers for Library & Documentation Div. and 01 Server for National Centre for Innovations in Distance Education (NCIDE), 03 High End Servers were proposed for purchase on the basis of a repeat Order from M/s Wipro Ltd. at a price of Rs.8,93,193.60, and with the approval of the Vice-Chancellor, a Purchase Order to this effect was issued. The Committee noted the action taken by the University in placing the repeat Purchase Order, with a slight variation, on account of revision of taxes etc. of Rs.729.24 (total Rs.2187.72) and ratified the purchase of 3 servers at the total cost of Rs.8,95,381.32 from M/s Wipro Ltd., as per a repeat Order.



**ITEM NO. 8 TO CONSIDER AND APPROVE RE-TUNING OF DIPLEXERS / COMBINER AT 8 GYAN VANI FM STATIONS OF IGNOU**

**PC 49.8.1** The Item was taken up for consideration. Sh. V.K. Arora, Member explained that in response to Open Tender floated for re-tuning of Diplexers at 16 GV FM Stations to 105.6 MHz, only one firm viz. M/s Harriban Communications Pvt. Ltd. submitted the bids. The firm had quoted for 8 GV Stations where Teracom make Diplexers are installed. It was informed that the Tender Evaluation Committee recommended opening of the commercial bid after ascertaining the reasonability of the price quoted by the firm. The firm had quoted different rates for different locations. Therefore, the TEC recommended the re-tuning of 8 Diplexers after obtaining detailed break up for the price quoted. The firm later offered a discount of Rs.95,000/- in total cost thus reducing the cost of re-tuning to Rs.21,23,604/- for 8 GV FM Stations. A copy of the comparative Statement for re-tuning of Diplexers of M/s Harriban Communications (P) Ltd. is placed at **Appendix-2**.

**PC 49.8.1** The Purchase Committee approved the recommendations to award the re-tuning work of Diplexers at 8 GV FM Stations to M/s Harriban Communications Pvt. Ltd. at a total cost of Rs.21,23,604/-.

**ITEM NO. 9 TO CONSIDER AND APPROVE THE PURCHASE OF EQUIPMENTS/FURNITURE FOR SR&ED, ESSENTIAL FOR DEVELOPMENT OF ODL SYSTEM**

**PC 49.9.1** The Item was taken up for consideration. The Committee was of the opinion that the purchase procedures prescribed in the financial code of the University and the General Financial Rules have to be followed for processing the proposals for purchase of the equipments/furniture and directed that the proposal be reprocessed after calling for quotations for the

items. The Finance Officer also emphasized the need for a sound mechanism so as to verify and ensure the quality at the time of delivery of each item.

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

**(K. LAXMAN)**  
**Member-Secretary**