

IGNOU

MINUTES OF THE 51ST MEETING OF THE PURCHASE COMMITTEE HELD ON JUNE 04, 2009 AT 2.00 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. Manohar Lal, Director, SOCIS - Member
3. Dr. V.Venugopal Reddy, Director, Research Unit - Member
4. Sh.Ravi Kant, Director, EMPC - Member
5. Shri Cherian Thomas, Finance Officer - Member
6. Shri Udai Singh Tolia, Registrar (Admn) - Member-Secretary

Dr. D.K. Choudhry and Prof. Shafiqa Parvin, Members could not attend the meeting.

At the outset, the Chairman welcomed the members to the 51st Meeting of the Purchase Committee, a Standing Committee of the Board of Management. 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:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 50TH MEETING OF THE PURCHASE COMMITTEE HELD ON APRIL 16, 2009 AND TO NOTE THE ACTION TAKEN THEREON

PC 51.1.1 (i) Registrar (Admn) informed the Committee that the Minutes of the 50th Meeting of the Purchase Committee held on 16th April, 2009 were circulated to the members. Certain comments relating to procurement of Web Conferencing Solutions for e-Gyankosh were received from Prof. Manohar Lal, Director, SOCIS and a member of the Purchase Committee and the clarifications thereof from Prof. Uma Kanjilal, Director, SOSS were placed at the 50th meeting of the Purchase Committee. Since the matter could not be considered at the meeting due to paucity of time, a revised proposal alongwith clarifications from Director, SOSS vide

Item No.7, relating to the above matter has now been received for this meeting.

In this context, Prof. Manohar Lal referred to his comments relating to the important quality of a Software and its user-friendliness and the life of the Software vis-à-vis upgradation from time to time.

Prof. Uma Kanjilal, Director, SOSS in her response to the comments clarified that the Software has the inbuilt-capacity for online programmes and virtual class room. Besides, the system can be integrated with any management systems.

- (ii) While appreciating the new initiatives, the Chairman made specific reference to the students' complaints regarding the e-Learning experience. Director (SOSS) assured that all the points referred in the context of the proposal will be looked into and remedial measures will be undertaken.

PC 51.1.2 (i) With the above observations, the proposal for procurement of ADOBE ACROBAT CONNECT PROFESSIONAL – web conferencing solution for e-GyanKosh at the cost of Rs.21,77,075 from M/s Virtual Studio Pvt. Ltd., New Delhi was approved (Read with item No.7).

- (ii) The Committee also noted the action taken report on the various decisions of the Purchase Committee taken at its 50th Meeting held on 16.4.2009 and confirmed the minutes.

ITEM NO.2 TO CONSIDER PURCHASE OF PHOTOCOPIER PAPER FOR USE IN THE UNIVERSITY

PC 51.2.1 It was informed by Dr. Venugopal Reddy, Director, Research Unit that the requirement of papers for the Schools have not been met adequately causing problems in the course development work. Registrar (Admn) informed that normally requirement of Paper from certain Divisions like SED/ SRD is very high & emergent at times causing short supply. However, he assured that the supply of paper would be regular and smooth, in view of the fact that the measures for procurement of papers through empanelment for the entire year have been initiated.

PC 51.2.2 The Committee approved the proposal to empanel the firm M/s Vikel Education Centre for supply of photocopier paper (Century Brand) @ Rs.120.64 per ream inclusive of VAT @ 4% valid for one year from 1.5.2009 to 30.4.2010

ITEM NO. 3 TO CONSIDER AND APPROVE PROCUREMENT OF DIGITAL VTRs AND CAMCORDERS

PC 51.3.1 The Director EMPC informed that the Item is proprietary in nature in the format of digital video recording. The total cost as per the bid is SGD 514816 (FOB, Ex-works Singapore). The bid was negotiated by a Sub-Committee of TEC and the firm finally agreed to offer 3% educational discount on FOB price, which after the discounts works out to SGD 499372 (FOB Ex-works Singapore).

PC 51.3.2 The Committee approved the proposal for procurement Digital VTRs and Camcorders at a total cost of SGD 499372 (Customs duty, freight, Insurance, Clearing, Inland Transportation extra) as per the concurrence of the Finance Division.

ITEM NO.4 TO CONSIDER AND APPROVE PROCUREMENT OF 6-BAY ANTENNA FOR GYAN VANI AGRA AND SRINAGAR

PC 51.4.1 (i) The Director, EMPC informed that the bid submitted by M/s Sira Sistemi Radio, Italy for supply of 4-Bay and 6-Bay Antenna which qualified commercially, was evaluated by the Sub-Committee of TEC. However, during the process, the AIR Resources intimated that 6-Bay Antenna only need to be procured in place of 4-Bay Antenna for Gyan Vani Srinagar and to drop the proposals for procurement of 4-Bay Antenna for Cochin and Cuttack. Accordingly, the TEC recommended procurement of 6-Bay Antenna for Gyan Vani Agra for a total price, EURO 18761.6 from M/s Sira Sistemi Radio, Italy.

(ii) The TEC further recommended procurement of 6-Bay Antenna for Gyan Vani Srinagar on repeat order basis from M/s Sira Sistemi Radio, Italy.

PC 51.4.2 The Committee approved the proposal for procurement of one number each of 6-Bay Antenna for Gyan Vani Agra and Gyan Vani Srinagar from M/s. Sira Sistemi Radio, Italy, at a Unit Price of FOB (Italian Port) EURO 18761.6 (Insurance, Freight, Customs Duty, Clearance Charges, Inland Transportation, Octroi etc. extra).

ITEM NO.5 TO CONSIDER AND APPROVE RE-TUNING OF RFS DIPLEXERS/COMBINERS AT 4 GYAN VANI SITES BY M/S. BROADCAST ENGINEERING CONSULTANTS INDIA LTD. (BECIL)

PC 51.5.1 The Committee approved the award of the Re-tuning work of RFS make Diplexers Combiners at 4 Gyan Vani Stations to M/s. BECIL at a total cost of Rs. 8,40,000/- plus taxes.

ITEM NO.6 TO CONSIDER AND APPROVE THE PROPOSAL FOR PROCUREMENT OF 45 NOS. OF PHOTOCOPIER MACHINES UNDER BUY BACK AND WITHOUT BUY BACK OFFER

PC 51.6.1 (i) The Committee approved the proposal for procurement of 19 nos. of Photocopier machines (12 Heavy Duty and 7 Medium Duty) under Buyback Scheme at a total cost of Rs.30,54,672/- as per the concurrence of the Finance Division.

(ii) The Committee decided that for procurement of 26 new machines fresh tenders may be invited as per the recommendation of the Finance & Accounts Division in this regard.

ITEM NO.7 TO CONSIDER AND APPROVE PROCUREMENT OF ADOBE ACROBAT CONNECT PROFESSIONAL – WEB CONFERENCING SOLUTION FOR E-GYANKOSH

PC 51.7.1 The Item was approved alongwith the confirmation of the Minutes of 50th meeting of the Purchase Committee (vide Item No.1 ante).

ITEM NO.8 TO CONSIDER AND APPROVE THE EMPANELMENT OF FIRM(S) FOR PROCUREMENT OF OFFICE FURNITURE ITEMS

PC 51.8.1 The Committee considered and approved the empanelment of firms for procurement of office furniture items, as per the following list of firms on the condition that concurrence of the Finance & Accounts Division is obtained.

1. M/s. METHODEX SYSTEMS LTD.
2. M/s. MARUTHI OFFICE EQUIPMENT PVT. LTD.
3. M/s. NEWAGE FURNITURE INNOVATIONS PVT. LTD.
4. M/s. KENDRIYA BHANDAR
5. M/s. LLOYD SAFE COMPANY
6. M/s. DELITE KOM LTD.

ITEM NO.9 TO CONSIDER AND APPROVE THE PROCUREMENT OF VIDEO TELECONFERENCING SYSTEM IN VC AND PVCS OFFICE

PC 51.9.1 The Committee approved the proposal for procurement of Video Teleconferencing System in the offices of the Vice-Chancellor and the Pro Vice-Chancellors at a cost of Rs.13,88,400/- on the condition that the concurrence of the Finance & Accounts Division is obtained.

ITEM NO.10 TO CONSIDER AND APPROVE THE PROPOSAL FOR PROCUREMENT OF DVC-PRO AND DV CAM CASSETTES FOR EMPC

PC 51.10.1 The Committee considered and approved the proposal for procurement of DVC-PRO and DV CAM Cassettes for EMPC as per the details in the table below at a total cost of Rs. 24,12,696/-.

Sl. No.	Item/No. of item required	Firm declared L-1	Price per unit (Rs.)	Total (Rs.)
1.	DVC PRO 126 Minutes-2500 Nos.	M/s Nicetel Ltd.	831.00 with 4% tax	21,60,600.00
2.	DVC CAM 184 Minutes-75 Nos.	M/s Eagle Sales	1248.00 with 4% tax	97,344.00

3.	DVC CAM 32 Minutes-300 Nos.	M/s Eagle Sales	496.00 with 4% tax	1,54,752.00
			Grand Total	Rs. 24,12,696.00

ITEM NO.11 TO CONSIDER AND APPROVE THE EMPANELMENT OF FIRM(S) FOR PROCUREMENT OF OFFICE STATIONERY ITEMS

PC 51.11.1 The Committee appreciated that the empanelment of firms for supply of office stationary items will facilitate the regular supply of the office stationery items in the University and instances of off the self purchase will be avoided. The Committee, approved the panel of following four firms on the basis of their competitive rates:

1. M/s. Mittal Files & Mfg. Co. : 54 Items
2. M/s. U.R. Traders : 20 Items
3. M/s. Sharma & Company : 20 Items
4. M/s. Office Square : 03 Items

PC 51.11.2 The Committee approved the proposal of empanelment of firms on the condition that the concurrence of the Finance & Accounts Division is obtained.

Tabled Items

ITEM NO.12 TO CONSIDER AND APPROVE THE PROPOSAL FOR PURCHASE OF THREE STAFF CARS FOR OFFICIAL USE OF THE PRO VICE-CHANCELLORS (DR. D.K. CHAUDHRY AND PROF. PARVIN SINCLAIR) AND THE HON'BLE VICE-CHANCELLOR

PC 51.12.1 The Committee approved the proposal for procurement of two Ambassador Cars (AC Model) for PVC (DKC) and PVC (PS). As regards the purchase of staff car for the Hon. Vice Chancellor, it was decided to defer the proposal for the present.

ITEM NO.13 TO CONSIDER AND APPROVE THE PROCUREMENT OF SPARE PARTS FOR 10 KW FM TRANSMITTERS

PC 51.13.1 The Director, EMPC explained that the Technical Purchase Committee of EMPC recommended procurement of Spare parts for three different makes of Transmitters on proprietary basis from the original manufacturer. He informed that all procedures have been followed in processing the procurement. The procurement of spare parts as detailed below, is proposed:

Sl No.	Item	Name of the Firm/Authorized Agent	Price after Negotiation in CIF, New Delhi	Remarks
1	Spare Parts for Transmitter (Model: Iberica)	M/s Precision systems & Services International Ltd., Dubai	US\$ 99, 150/- (Transportation and applicable taxes extra as per actuals)	1% discount on total price
2	Spare part for Transmitters (Model: BE)	M/s Broadcast Electronics Inc., USA	US\$ 1,32,856/- (Transportation and applicable taxes as per actuals)	No discount offered. One year warranty offered
3	Spare part for Transmitters (Model: Eddystone)	M/s Eddystone Broadcast, UK	GBP £85,657.78 (Transportation and applicable taxes as per actuals)	2.5% discount on major items and item wise discount offered for six items.

The Committee considered and approved the proposal on the condition that orders for supply of the spares would be placed after the concurrence of Finance & Accounts Divisions is obtained.

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

(U.S. TOLIA)
Member-Secretary