

IGNOU

MINUTES OF THE 55TH MEETING OF THE PURCHASE COMMITTEE HELD ON JUNE 18, 2010 AT 1.00 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. K. Elumalai, Director, School of Law - Member
3. Shri Abdul Samad Ibrahim, Dy. Director, EMPC - Member
4. Sh. Lalit Mohan Pandey, Finance Officer - Member
5. Shri Udai Singh Tolia, Registrar (Admn) - Member-Secretary

Dr. D.K. Choudhry, PVC, Prof. Shafiqa Parveen and Prof. Uma Kanjilal, Members could not attend the meeting.

At the outset, the Chairman welcomed the members to the 55th Meeting of the Purchase Committee, a Standing Committee of the Board of Management. The Chairman specially welcomed Prof. K. Elumalai, Director, School of Law and Shri Lalit Mohan Pandey, Finance Officer, as new members on the Purchase Committee. Thereafter, the following items on the agenda were taken up for consideration:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 54TH MEETING OF THE PURCHASE COMMITTEE HELD ON APRIL 15, 2010, AND TO NOTE THE ACTION TAKEN THEREON

PC 55.1.1 Registrar informed the Committee that the Minutes of the 54th Meeting of the Purchase Committee held on 15th April, 2010 were circulated to the members. No comments have been received on the minutes. Further, the Minutes of the 54th meeting were placed before the Board at its 104th meeting held on 21.4.2010 and were approved by the Board. He therefore, proposed that the minutes may be considered for confirmation.

PC 55.1.2 The Purchase Committee noted that the Minutes of the 54th meeting have been approved by the Board. The Committee also noted the Action Taken Report on the various decisions of the Purchase Committee taken at its previous Meeting and confirmed the minutes.

ITEM NO.2 TO CONSIDER THE PROPOSAL FOR PURCHASE OF TWO MARUTI GYPSY FOR USE BY THE SECURITY UNIT AND THE STUDENTS EVALUATION DIVISION AT DGS&D RATE CONTRACT

PC 55.2.1 The Item was taken up for consideration. The Committee approved the proposal for purchase of 02 (Two) Non-AC Maruti Gypsy, Hard Top at the estimated cost of Rs.9,23,152/- (plus, Rs. 84,966.00 towards charges for Insurance, Registration, Road Tax, Service Charges etc.), from M/s. Maruti Suzuki India under DGS&D rate contract, through M/s. Bagga Link Motors Ltd., New Delhi.

ITEM NO. 3 TO CONSIDER FOR APPROVAL OF AN EMPANELMENT OF FIRM(S) FOR SUPPLY OF COMPUTER CONTINUOUS STATIONERY

PC 55.3.1 The Purchase Committee approved the proposal for empanelment of M/s Century Continuous Stationery Pvt. Ltd. and M/s Soft Tec India, being L-1 firm, for supply of Computer Continuous stationery for a period of one year from the date of award of the Contract.

ITEM NO.4 TO CONSIDER PURCHASE OF PHOTOCOPIER PAPER FOR USE IN THE UNIVERSITY

PC 55.4.1 The item was taken up for consideration. The Purchase Committee approved the proposal for empanelment of M/s Century Continuous Stationery Pvt. Ltd. being the L-1 firm, for supply of photocopier paper (Century Brand, 80 GSM – A4 size) @ Rs.115.39 (Rupees One Hundred Fifteen & Paise Thirty Nine Only) Inclusive of VAT @5%, for a period of one year from the date of award of empanelment letter to the firm.

ITEM NO.5 TO CONSIDER AND APPROVE THE PROCUREMENT OF OFFICE FURNITURE ITEMS – EXTENSION OF EMPANELMENT PERIOD THEREOF

PC 55.5.1 The Purchase Committee approved the following proposals:

- (i) Procurement of current requirement of furniture items amounting to Rs.14,84,475/- from the empanelled firms

and extending the validity of the empanelment of the firms for a period of 3 months after 5.6.2010. The additional items of furniture, if any, based on the further requirement shall also be procured from the empanelled firms on similar lines.

- (ii) Purchase of 500 Classroom Chairs, under F2F mode at the total cost of Rs. 8,89,125/- plus VAT @ 12.5% from M/s S.S. Enterprises, being L-1 firm and the empanelment of the said firm for a further period of one year. However, a Committee for assessing the exact requirement of furniture items including students chairs for F2F Classes keeping in view the availability of space & other related issues, shall be constituted.

PC 55.5.2

The Purchase Committee further approved the following:

- (i) Extension of the empanelment of following firms for a period of three months from the date of expiry of the present term i.e. w.e.f. 06-06-2010, for supply of the furniture items at an estimated cost of Rs. 15.00 Lacs subject to re-assessment of the requirement by a committee to be constituted with the approval of Competent Authority:-

- (i) M/s. Methodex Systems Ltd
- (ii) M/s. Newage Furniture Innovations Pvt. Ltd
- (iii) M/s. Lloyd Safe Company
- (iv) M/s. Delite Kom Limited
- (v) M/s. Kendriya Bhandar

- (ii) To call for the limited tender enquiry under GFR-151, for fresh empanelment of firms for a period of one year from the date of award of the contract as the amount of the estimated expenditure is projected to be as Rs. 25.00 Lacs.

ITEM NO. 6

TO CONSIDER AND APPROVE THE EXPENDITURE TO THE TUNE OF RS.58,80,000/- ON ACCOUNT OF EVENT MANAGEMENT FOR PCF-6 AND APPROVAL OF THE FIRM

PC 55.6.1

The Item was taken up for consideration. Prof. P.R. Ramanujam, who was invited to present the proposal, informed the Purchase Committee that the IGNOU was

successful in bidding for hosting the 'Sixth Pan Commonwealth Forum (PCF-6)' from 24 to 28th November, 2010 at the Le Meridien, Kochi, Kerala, India in partnership with Commonwealth of Learning (COL), Vancouver, Canada. This was decided in July, 2008 when the PCF5 Conference was held in the University of London, U.K. The Vice-Chancellor also explained the need for an Event Manager to organize and manage the mega event of International magnitude, it was considered necessary to engage the services of an Event Management Firm. Therefore, with the approval of the competent authority, bids were invited and M/s Conferences and Incentives Management (I) Ltd. was shortlisted through the two-bid system in the technical evaluation process. The firm was found to be the L-1 after opening the financial bid of the offers received. The firm had quoted a lump sum Rs.60.00 lacs under the bid. M/s ITDC had also been contacted to elicit their rates for comparison. M/s ITDC did not quote for certain items & for which the figures quoted by the L-1 firm, was taken into consideration to arrive at the total value of the offer of ITDC which worked out to Rs.81.48 lacs).

Since the L-1 firm had quoted a composite and lump sum figure of Rs.60.00 lacs, the firm was asked to give item-wise break-up of the rates which worked out to Rs.65,02,063.67/- (inclusive of service tax). The credibility of L-1 was ascertained and the Committee was satisfied with the reputation and competent of the firm.

The matter was discussed extensively. It was explained that considering the International importance of the Event, it was decided, in consultation with the Finance Division to negotiate the bid further. The firm confirmed that their offer for Rs.60.00 lacs, as per the bid document stands & further they offered the rebate of 2% on the amount quoted by them, inclusive of all taxes, and the Net bid worked out to Rs.58.80 lacs, finally.

PC 55.6.2

As regards the terms for payment and other conditions of the Contract, the Committee was informed that an Agreement will be drafted, in consultation with the Finance Division & Legal Cell and signed with the firm. It has been proposed to release 10 per cent of the bid amount as an advance subject to production of bank guarantee of equivalent amount of

advance to the firm after signing of the Agreement; the balance being released in suitable installments with due approval.

On a query about the contribution of the Commonwealth of Learning, the Committee was apprised that the COL has committed a grant of Rs.44.00 lacs. To a further query, it was clarified that a registration fee of US\$ 600 per participant was proposed to be charged. The Committee further suggested that the Regional Director, RC Cochin shall be actively involved in the supervision of the Event Management of this event in liaison with PCF-6 Secretariat at IGNOU, New Delhi, right from the initial stage including Liaisoning with the Govt. of Kerala officials.

PC 55.6.3

The Purchase Committee approved the proposal for acceptance of the offer of M/s Conferences and Incentives Management (I) Ltd. being the L-1 firm for Rs.58.80 lacs. A copy of each of the documents like comparative statement, the letter dt. 17.6.2010 from M/s Conferences and Incentive Management (I) Ltd. and a Brief presented by the Director (APC/PCF-6) are placed as **Appendix-I**. A copy of list giving the details of the work assigned to the Event Manager, the details of the organizations for whom the firm will have to organize the events, are also placed as **Appendices-2&3**.

ITEM NO.7

ITEM PRESENTED BY THE MEMEBR-SECRETARY WITH THE PERMISSION OF THE CHAIR

The Registrar (Admn) referred the delays taking place in finalization of the purchase proposals received from different Divisions/Units/Schools in the CPU, Admn Division. Most of these delays occurred due to the time taken in settling the objections/observations/comments from the Finance Division at the final stage when the files/proposals are forwarded to Finance Division for concurrence. He informed the Committee that the Central Purchase Unit has the responsibility of procurement and supply of all kinds of furniture, equipments, computers peripherals, photocopy machines, papers, requisitioned by the Divisions/Schools/Units. These requirements are examined by the CPU, tenders are floated and bids evaluated by the duly constituted Committee, with a view to meet the requirements of the Indenting Units, timely. This process

itself takes a lot of time.

Registrar therefore, proposed that if the proposals for purchases amounting to Rs.1.00 lac & above are scrutinized in the Finance Division in the initial stage itself, much of the delays taking place in the final stage could be eliminated. The scrutiny may cover the propriety of the proposal as per the provisions of the financial code/GFR and the best practices available for observance/guidance of the CPU to facilitate further processing of the purchases. The financial code also provides for pre-scrutiny of the purchase proposals etc. by the Finance Division. (An extract from Chaper-III, Financial Code is placed as **Appendix-4**)

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

(U.S. TOLIA)
Member-Secretary