

IGNOU

MINUTES OF THE 59TH MEETING OF THE PURCHASE COMMITTEE HELD ON AUGUST 03, 2011 AT 3.00 P.M. IN THE BOARD ROOM, VICE-CHANCELLOR'S NEW OFFICE BLOCK (ACADEMIC COMPLEX), IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110068.

The following were present:

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| 1. Prof.V.N. Rajasekharan Pillai, Vice Chancellor | - Chairman |
| 2. Prof. B.K. Pattanaik, Director, SOEDS | - Member |
| 3. Prof. A.K. Jha, Director, P&DD | - Member |
| 4. Shri Abdul Samad Ibrahim, Dy.Director, EMPC | - Member |
| 5. Shri Udai Singh Tolia, Registrar (Admn) | - Member-Secretary |

Prof. P.R. Ramanujam, PVC, the Finance Officer and Prof K Elumalai, Director, School of Law, Members, Purchase Committee could not attend the meeting. Shri K.L. Juneja, Dy. Registrar, F&A, represented the Finance Officer.

At the outset, the Chairman welcomed the members to the 59th Meeting of the Purchase Committee, a Standing Committee of the Board of Management. Thereafter, the following items on the agenda were taken up for consideration:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 58TH MEETING OF THE PURCHASE COMMITTEE HELD ON MAY 18, 2011

PC 59.1.1 Registrar (Admn) informed the Committee that the Minutes of the 58th Meeting of the Purchase Committee held on 18th May, 2011 were circulated to the members. No comments have been received on the Minutes. The action taken report on the decisions of the 58th Purchase Committee was also placed before the Committee.

As regards the claim of Rs. 20.00 lakh (apprx.) of M/s HPCL on account of additional excise duty of 1.03 percent on purchase of paper/art card etc. (Preamble to the Minutes of the 58th Meeting of the Committee refers), the Committee was informed that both the firms i.e. M/s HPCL & M/s J.K. Paper Ltd. have since agreed to supply the printing paper/Art Cards without charging additional excise duty of 1.03% in respect of the purchase orders placed with them in the previous financial year. Registrar

(Admn), therefore, proposed that the Minutes of the 58th Meeting of the Purchase Committee may be considered for confirmation.

PC 59.1.12 The Purchase Committee noted with satisfaction the above development which finally resulted in saving of Rs.20.00 lacs (appx) to the University. 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 AWARD OF “IGNOU 25 YEARS COFFEE TABLE BOOK” – AN IANS INDIA PROPOSAL

PC 59.2.1 The Item was taken up for consideration. Shri Sudhir K. Arora, University Librarian, who was invited to present the proposal, informed the Committee that the University has proposed to bring out a Coffee Table Book ‘IGNOU – 25 Years’ to show case the achievements of the University in the field of open & distance education. He further informed that the Book shall be of unique design with highest technical & stylistic standards and is proposed to be brought out on special quality art paper. Sh. Arora further clarified that the University has already entered into an agreement with IANS for providing comprehensive media consultancy services to the University for modernization and improvement of the University website, publications / publicity literature and other related activities like, special interest campaigns to be run in the print, as per Clauses 5.5.4 (offline communication through publication) and 5.5.1 (b) of the agreement *ibid*. M/s IANS India submitted the proposal to bring out the publication “IGNOU - 25 years Coffee Table Book” as additional deliverable, under the scope of services to be provided by the firm to the University.

The proposal was examined by a Committee of academics / faculty, Registrar and Finance Officer constituted by the Vice Chancellor. The Committee noted the performance of the firm, M/s IANS under the scope of services, in terms of the agreement in improvising the quality of the University publications such as the Profile, Annual Report, Annual Accounts, Prospectus, Convocation, Hand Books, Manuals, Open Letter-monthly newsletter, etc., and re-designing of IGNOU website and Brand Identity Manual brought out by the firm. The Committee was satisfied with the performance of the firm in respect of the job

handled already, and was convinced about their expertise and experience in carrying out the job like the prestigious publication, viz. IGNOU – 25 years- Coffee Table Book. Sh. Arora informed that the firm has recently brought out such a publication on behalf of the Ministry of External Affairs, Govt. of India and IGNOU requirement was also similar in nature, in terms of production quality, quantity, size, print as that of MEA and, therefore, the Committee recommended to entrust the production of Coffee Table Book to M/s IANS.

The Committee has noted that the cost has been rationalized to Rs. 1257.24 per copy for 5000 copies (3500 in English+1500 Hindi), taking cost variation into account of Hindi translation as per DoPT guidelines with total cost implication of Rs. 62,86,200/- plus applicable taxes. Explaining further, Sh. Arora informed the Committee that the final cost variation would however be worked out on the basis of actual number of words in the book at the time of release of final installment to the firm. The time-line shall be 500 copies in 2 months (350 English + 150 Hindi) and remaining copies in 3 months time for the date of the placing of the work order. The terms & conditions of the extended deliverable shall be same as that of Ministry of External Affairs, Govt. of India agreement with IANS, synchronized with IGNOU requirements. The expenditure shall be met from the budget head, “Media Consultancy Services”. The Committee recommended to entrust the work of production of the said publication to IANS, as an extended deliverable, under the existing scope of services of IGNOU-IANS agreement of Media Consultancy under the provisions of the GFR -184. He further confirmed that the Committee constituted by the Vice-Chancellor has also satisfied itself of the reasonability of the rates to be charged by the firm.

PC 59.2.2

The Purchase Committee deliberated on the above brief presented by the University Librarian and noted that the Financial concurrence and approval of competent authority has been obtained. The Purchase Committee, therefore, approved the proposal of the University to bring out the publication viz. “**IGNOU- 25 years Coffee Table Book**” and to award to M/s IANS under the scope of services of IGNOU-IANS Media Consultancy Service agreement, as extended deliverable with rationalized cost of Rs. 62,86,200/- plus taxes as may be applicable with time-lines to be specified and the expenditure be

met from the Head, Media Consultancy Services.

The Purchase Committee, however, directed that the legal opinion in the matter, if needed, may be obtained before placing the work order.

ITEM NO. 3 TO CONSIDER AND APPROVE THE PURCHASE OF EQUIPMENTS FOR RESEARCH & DOCUMENTATION CENTRE (R&D CENTRE) OF INSTITUTE OF CULINARY ARTS

PC 59.3.1 The Item was taken up for consideration. The proposal was presented by Sh. Y. B. Mathur, Consultant Chef, Institute of Culinary Arts, IGNOU. It was informed that the main objective behind establishing the Institute of Culinary Arts (ICA) in IGNOU was to prepare the educated youth for employment as Chef. Sh. Mathur further informed that the ICA created in IGNOU is the first Institute in the country in the field of Culinary Arts in terms of size & Programme contents. He also informed that based on the approval of the School Board & the Academic Council, the Detailed Project Report (DPR) on ICA prepared by the Consultant Chef was approved by the Board at its 104th meeting. Subsequently, the University signed an MOU with Gothenburg University, Sweden on 16.10.2010 to support the actualization of Institute of Culinary Arts at IGNOU. He further informed that the space for the proposed ICA has also been allotted at IGNOU Campus. It was now proposed to procure certain kitchen equipments for the R&D Centre of the ICA, costing Rs.43 lakh (approx.). A list of such equipments is enclosed as **Appendix-1**. It was clarified that for purchasing the kitchen equipments for the ICA, the concerned School shall float an open tender under the provisions of GFR.

PC 59.3.2 The Purchase Committee appreciated the initiatives taken by SOTHSM in the area of Culinary Arts and approved the proposal for purchase of kitchen items costing Rs. 43.00 lakh (appx.) for the Institute of Culinary Art (ICA), subject to the financial concurrence of the F&A Division.

ITEM NO.4 TO CONSIDER AND APPROVE JOINING OF COMMON TRANSMISSION INFRASTRUCTURE FOR GYAN-VANI TIRUVANANTHAPURAM

- PC 59.4.1** The Purchase Committee approved the proposal for inclusion of Gyanvani FM Transmitter set up in Common Transmission Infrastructure (CTI) by M/s BECIL at Thiruvananthapuram on cost sharing basis at an estimated cost of Rs.67.62 lakh, following the codal provisions in this regard including the financial concurrence from the F&A Division.
- ITEM NO.5** **THE PAYMENT OF RS. 2,92,713/- TO M/S HPCL ON ACCOUNT OF NON-ISSUANCE OF 'C' FORM AT SRP, COIMBATORE AS PER CLAUSE-6 OF PURCHASE ORDER NO. SRP/CBE/PAPER/10 DATED 19/03/2011 AND TENDER DOCUMENT**
- PC 59.5.1** Registrar, MPDD, who was invited to present the Item, clarified that the Southern Region Printing & Distribution (SRP&D) of the University at Coimbatore had placed a supply order on M/s HPCL for supply of 13000 reams / 271 MT of 80 GSM Maplitho Paper at the total cost of Rs. 1,07,58,930/- (all inclusive). The cost included 3% value added tax subject to the condition that SRP&D will furnish 'C' Form registration for claiming exemption of the Sales Tax component. It was informed that based on production of 'C' Form Certificate, exemption of 3% Sales Tax would have been allowed by Value Added Tax Department, Coimbatore. However, SRP&D, Coimbatore could not be registered with VAT Department for IGNOU, being an educational institute does not fall under the purview of Section 8(3) of CST Act and therefore, was not eligible for exemption of VAT. The opinion of the Chartered Accountant of IGNOU-SRP&D, Coimbatore obtained, in this regard, also confirmed this view and therefore, the University was liable to pay the difference of CST to the tune of Rs.2,92,713/- to M/s HPCL.
- PC 59.5.2** The Purchase Committee deliberated on the issue at length. The Committee approved the proposal for releasing the payment of Rs.2,92,713/- to M/s HPCL towards the difference of amount of Sales Tax as inevitable payment, subject to the opinion of F&A in this regard.
- ITEM NO.6** **TO CONSIDER AND APPROVE THE PROPOSAL FOR PURCHASE OF 75 NOS. OF DESKTOPS AND 5 NOS. OF 10 KVA ONLINE UPS FOR THE PROJECT SAMARTH**

PC 59.6.1 Dr. VSP Srivastava, Head, Computer Division was invited to present the proposal. Dr. Srivastava explained that the preliminary activities relating to the Pilot Project 'SAMARTH' having been completed with the engagement of the Project Management firm, M/s Earnst & Young Ltd. the project was in the final stage of take off. For proper monitoring of the implementation at the state level, it is proposed to establish 5 Centres of the Project at Patna, Darbhanga, Bhagalpur, Gaya and ITI Kalyan Bigha, Nalanda District, in Bihar. Further, for smooth of functioning of these centres, it is proposed to equip them with computers and UPS Systems. Accordingly, it is proposed to procure 75 Desktop Computers for the purpose, from M/s HCL, who have supplied 4000 computers to the University recently, and at the same rate. Further, it is proposed to purchase 5 UPS systems, at the DGS&D rates from M/s Uniline Energy Systems (P) Ltd.

PC 59.6.2 The Purchase Committee approved the proposal for purchase of 75 nos. of Desktops at the cost of Rs.19,29,375/- inclusive of tax etc. from M/s HCL Infosystems and 5 nos. of 10 KVA Online UPS at the cost of Rs.5,80,952/- + 5% VAT from M/s Uniline Energy Systems (P) Ltd. for the Project 'SAMARTH', under the provisions of GFR.

ITEM NO.7 TO CONSIDER AND APPROVE THE PROPOSAL FOR PROCUREMENT OF FURNITURE FOR VICE-CHANCELLOR'S NEW BLOCK (ACADEMIC COMPLEX)

PC 59.7.1 The item was taken up for consideration. It was informed that out of three firms, who were asked to give demo of the furniture items, two firms i.e. M/s Godrej & Boyce Mfg. Co. Ltd. and M/s Newage Furniture Innovations Pvt. Ltd. have submitted the proposals for supplying furniture for Conference Room, Board Room, Reception Area, Visitor's Room and for Conference table/chairs in Vice-Chancellor's Chamber. It was further informed that though the F&A Division has cleared the proposal of M/s Newage Furniture Innovations Pvt. Ltd. for Rs.14,02,921.08/-, the Committee chaired by the Vice-Chancellor had equivocally consented and recommended the firm- M/s Godrej & Boyce Mfg. Co. Ltd for providing furniture items and other fitments, based on their expertise in the area of furniture manufacturing market presence, overall presentation,

quality, visual appeal, etc., for the areas comprising Conference Room, Board Room, Visitor's Room, Reception area and VC's Chamber, as per the relevant provisions of GFR-154(ii).

PC 59.7.2

The Purchase Committee deliberated on the issue at length. The Committee approved the proposal for procurement of furniture items in the Vice-Chancellor's New Block (Academic Complex) amounting to Rs.23,43,368.25 (Incl.VAT @12.5%) from M/s Godrej & Boyce Mfg. Co. Ltd., subject to the rebate of 7% earlier agreed by the firm and the financial concurrence from F&A.

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

(U.S. TOLIA)
Member-Secretary