

## IGNOU

### **MINUTES OF THE 62<sup>ND</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON OCTOBER 17, 2012 AT 4.000 P.M. IN THE BOARD ROOM, NEW VC BLOCK, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110068.**

The following were present:

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|---|--------------------|
| 1. Prof. Gopinath Pradhan, Vice Chancellor  | - Chairman         |
| 2. Prof. Nawal Kishore, Director, SOMS      | - Member           |
| 3. Shri L. M. Pandey, Finance Officer       | - Member           |
| 4. Prof. T.U. Fulzele, Director (I/c), P&DD | - Member           |
| 5. Shri Udai Singh Tolia, Registrar (Admn)  | - Member-Secretary |

At the outset, the Chairman welcomed the members to the 62<sup>nd</sup> Meeting of the Purchase Committee, a Standing Committee of the Board of Management. The Chairman placed on record the appreciation for the valuable contributions made by the outgoing Member Prof. B.K. Pattanaik, whose term on the Purchase Committee expired on 21.9.2012. Thereafter, the following items on the agenda were taken up for consideration:

#### **ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 61<sup>ST</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON JULY 18, 2012**

**PC 62.1.1** Registrar informed that the Minutes of the 61<sup>st</sup> Meeting of the Purchase Committee were circulated to the Members. No comments have been received on the Minutes. The Action Taken Report on the various decisions of the last Purchase Committee was also placed before the Committee. He, therefore, proposed that the Minutes of the 61<sup>st</sup> Meeting of the Standing Committee may be confirmed.

**PC 62.1.2** With regard to the confirmation/approval of the Purchase Committee Minutes in the Board of Management, the direction of the Board was informed to the members. Accordingly, the Purchase Committee was of the view that a Review Committee be constituted to examine the constitution, powers & functions of the Purchase Committee vis-à-vis the decision of the BOM at its 18<sup>th</sup> & 38<sup>th</sup> meetings and Statute 16(1) & (2) of IGNOU Act in this regard. The Purchase Committee authorized the Vice-Chancellor to constitute a Review Committee, including members of the Purchase Committee and the concerned

Divisions.

**PC 62.1.3**

(i) With regard to Resolution **PC61.2.1**, the Committee noted that the constitution of the Committee recommended by the Purchase Committee for proper quality check of the products/material received is yet to be constituted/notified. It is informed that the Committee is being constituted and the matter is under process.

(ii) With regard to Resolution **PC61.3.1** for evolving mechanism for empanelment of the Manpower agencies at Regional Centres taking into account the workload of the Centre and Agencies profile, Registrar informed that the decision of the Purchase Committee was communicated to the concerned Division i.e. RSD and the further action in the matter is being expedited.

**PC 62.1.4**

The Purchase Committee noted that the Minutes of its previous meeting have been approved by the 114<sup>th</sup> Board. The Committee further noted the Action Taken Report on the Minutes of the previous meeting and confirmed the Minutes.

**ITEM NO.2**

**TO CONSIDER THE RECOMMENDATIONS OF THE HIGH POWER COMMITTEE ON FILLING UP BACKLOG RESERVED SCs/STs/OBCs & PWD POSTS IN THE UNIVERSITY**

**PC 62.2.1**

The Item was taken up for consideration. Registrar informed that as per the directions of the Ministry of HRD, the University had issued an Advertisement on 31.3.2012 in Employment News (**Appendix-1**) and also uploaded the same on IGNOU website for filling up 214 non-academic posts under 'Special Recruitment Drive' for SCs/STs/OBCs & PWD candidates. In response to the aforesaid Advertisement, 28,518 applications have been received and a sum of Rs.23,72,760/- has been received towards Application Processing fee.

He further informed that a **High Power Committee** comprising of Heads of Divisions/Faculty including a representative of BOM, Registrar (Admn.), Registrar (SED), Finance Officer, Director (RSD), Director, (SOL), Head (CD), etc. has been constituted to supervise various activities related to the entire recruitment process. It was further informed that the said High

Power Committee recommended to outsource the conduct of written test through an Open tender under the provisions of GFR. Accordingly, the University invited sealed Tenders on 10.8.2012 from the reputed and experienced agencies/organizations having expertise in conducting countrywide Written Test in off-line mode for outsourcing the conduct of written test for different cadres. A copy of the Tender notice is placed at **Appendix-2**. It was also informed that the Tender Opening & Evaluation Committee (TOEC) constituted for the purpose opened the technical & financial bids received from four firms namely ACE Integrated Solutions Pvt. Ltd., All India Management Association, MeritTrac Services Pvt. Ltd. and CMC Ltd. The High Power Committee at its meeting held on 8.10.2012, however, accepted the recommendation of the TOEC for awarding the work, to ACE Integrated Solutions Pvt. Ltd., who has quoted the lowest rates (**L-1**). The recommendations of the High Power Committee and the Tender Opening & Evaluation Committee are placed as **Appendix-3** for perusal. A comparative statement for evaluation of Technical Bids is also placed as **Appendix-4**.

**PC 62.2.2**

The F&A has also concurred the proposal with the observation that since the proposal involves financial implications above Rs.10 lacs, the same may be placed before the Purchase Committee in accordance with the Delegation of Financial Powers (2009).

The Purchase Committee appreciated the work done by Recruitment Section and approved the proposal.

**ITEM NO. 3**

**TO RATIFY THE ACTION TAKEN BY THE VICE CHANCELLOR IN APPROVING THE PROCUREMENT OF DVC-PRO 126 L TAPES**

**PC 62.3.1**

The matter was taken up for consideration. Member-Secretary requested Director, EMPC to present the item. Director, EMPC informed the Committee that the bids (technical & commercial) received from two agencies namely, M/s Nicetel Electronics Pvt. Ltd. and M/s Ambitious Marketing were opened on 15.6.2012 & 12.7.2012. He further informed that the Technical Evaluation Committee constituted for the purpose found the bids of the aforesaid two firms to be technically qualified.

**PC 62.3.2**

Director, EMPC further informed that the purchase order has already been issued with the approval of the Vice-Chancellor. Since all matters exceeding purchase of Rs.10 lacs need approval of the Purchase Committee, the proposal was placed before the Purchase Committee for consideration and post-facto approval for procurement of 1500 nos. of DVC-Pro 126 L Taps (Make-Fuji) from M/s Ambitious Marketing involving expenditure of Rs.10,23,750/- (all incl.). However, the Committee decided that the EMPC shall submit a self-contained note indicating therein the process followed in floating the tender including financial concurrence & approval of the Competent Authority, etc., in chronological order before finalization of these Minutes. Accordingly, the Director, EMPC submitted the required papers/documents along with the self-contained note, the Minutes of Tender Opening Committee dt.15.6.2012, comparative statement for the purchase of 1500 nos. Of DVC-Pro 126L Tapes and Purchase Order issued by EMPC, which are placed as **Appendix-5**. In this context, the Chairman further directed that post-facto approval should only be sought in rare & exceptional circumstances, the justification for which also needed to be recorded in the agenda itself.

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

**(U.S. TOLIA)**

Registrar (Adm.)/Member-Secretary

## IGNOU

### Extract of the 62<sup>nd</sup> Meeting of the Purchase Committee held on 17.10.2012

#### **ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 61<sup>ST</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON JULY 18, 2012**

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**PC 62.1.4**

