

MINUTES OF THE 12th MEETING OF PROCUREMENT COMMITTEE OF IRDA HELD ON

On 26th June, 2012 IN IRDA, HYDERABAD

Present:

- (I) Shri. A. Krishna Rao - Chairman
- (II) Shri R. K. Sharma (CAO) - Convener
- (III) Shri Randip Singh Jagpal (JD - Non-Life) - Member
- (IV) Ms. Mamta Surl (JD - F& A) - Member
- (V) Mr. Prasad Rao Kalayru (DD-F&A) - Secretary

User Depts Invited

- (vi) Mr. A R Nithyanatham - JD-IT
- (vii) Mr. M S Jaya Kumar- DD- IIB
- (viii) Mr. B. Raghavan - Sr. AD (Admn.)

It is noted that all the members of the Committee are present. The items on the agenda are taken up for consideration.

Item No. 1: Insurance Information Bureau (IIB) – Purchase of 15 new Desktops with additional 4 GB RAM.

DD-IIB informed the Committee that the existing computer systems are not able to handle the report generation activity and that there was a need to upgrade these computer systems. As part of this a proposal was referred to a committee comprising DD (IIB), DD (IT) and AD (IIB), which recommended for purchase of new systems. The recommendations were referred to IIB, IT Advisor Prof B. C. Jinga, who has finalized specifications for new computer systems as follows:

R. K. Sharma
3/27/12

PK

Prasad Rao Kalayru

Prof B. C. Jinga

TECHNICAL SPECIFICATIONS:

Processor : Intel i7
 RAM : 10 GB
 Hard Disk : 320 GB
 OS : Windows 7 Professional
 MS Office : To be purchased based on DGS&D rates
 Make : Lenovo

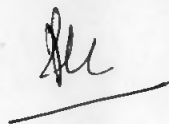
The same was approved by the Competent Authority to purchase the new systems as per DGS&D rates.

The Committee has approved the proposal by referring the IT Committee note dated 12/4/2012 for purchase of 15 new computer systems vide Item no.28 of DGS&D's rate contract @ Rs. 45,788/- (5 % VAT extra) per unit including additional 4 GB RAM.

Item No.2: Printing of IRDA Monthly Journal and Quarterly Statistical Supplement

The Chairman enquired about the number of copies being printed by IRDA. Sr. AD (Admn.) replied that 1,600 copies of each of the Monthly Journal and the Quarterly Statistical Supplement are being ordered for printing. Presently the printing is being carried out by Vamsi Art Printers Pvt. Ltd., and the agreement expired in the month of March, 2012. Subsequently, an advertisement was issued in the newspapers calling for quotations. The quotations were opened by a Committee consisting of Shri Suresh Mathur, Sr. JD, Shri Mukesh Sharma, JD (Admn.), Shri R K Sharma, CAO, Ms. J. Anita, DD and Shri B. Raghavan, Sr. AD (Admn.). On the basis of evaluation of the bids, the Committee recommended that the order be placed with M/s. ARETS Graphics who is L1.M/s ARETS, however, wanted to withdraw from the tender process as the rate quoted by them reportedly did not include the cost of design work for the journal. Based on this the Committee has recommended to place the order with L2 bidder, M/s. Lakshmi Sri

known to
3/2/12







Enterprises with the condition that the contract may be awarded for an initial period of six months during which the Administration Department / Editor of the Journal may monitor the performance of the printer and in case the work is found satisfactory the contract may be extended and that the agency shall submit a Bank Guarantee for Rs. 3.00 lakhs in favour of the Authority. and

The Procurement Committee

1. Approved the award of the contract to M/s. Lakshmi Sri Enterprises and to monitor their performance for six months and based on their performance the contract can be extended for a further period of 18 months.
2. the printer should match the rates of lowest quotation with regard to the additional pages
3. that the address labels should be supplied free of cost by the printer and
4. that M/s Lakshmi Sri Enterprises shall furnish a Bank Guarantee for Rs. 3 lakhs in favour of the Authority.

The Committee has also recommended forfeiting the EMD of Rs.1.00 Lakh submitted by M/s. Arets Graphics as they withdrew from the competition.

The Procurement Committee suggested that the administration department should explore the possibility of sending the journals through postal department instead of couriating to save on the costs.

Item No.3: Extension of Contract for Providing Manpower by M/s Ganesh Security Services.

The Item is deferred as it requires further deliberation.

3/12/12

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Item No.4: Purchase of Toner Cartridges for Printers

In response to a query from the Committee, the JD (IT) has replied that refilling of cartridges is not to be taken up as there is a fixed life cycle for the ink and it will have an effect on the drum as well as the quality of the printing if refilled cartridges are used.

A tender notice was issued in a local newspaper and seven quotations have been received. Two tenderers namely, M/s. HQ Enterprises and M/s. Blue Chip Systems have not been registered with HP as Resellers i.e. and have not been considered for final evaluation. Of the other five quotations, two quotations pertaining to M/s. Rank Industries and M/s. Mehak Data Systems are incomplete and they have not been considered. Of the other three tenderers, M/s. Youdhan Marketing has quoted lowest in terms of total cost for the current requirement. In view of this it is proposed to enter an agreement with M/s. Youdhan Marketing (L1) tenderer, HP and IRDA as a tripartite agreement and the prices of the cartridges will be protected for a period of one year.

The Committee has recommended for purchase of HP Toner Cartridges from M/s. Youdhan Marketing totalling Rs. 15,08,690/- (Rs. Fifteen Lakhs Eight Thousand Six Hundred and Ninety only) as per agenda submitted by the IT Department of IRDA.

K. Srinivas Reddy
3/3/12

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**Item No. 5: Integrated Grievances Management System (IGMS) - Payment to M/s WIPRO
on completion of Mile stones No: 06**

Deferred as the Committee was of the view that a presentation of the complete list of milestones has to be made by the company, as this is the final payment.

Vote of thanks

The meeting was concluded with a vote of thanks to the Chairman.

K. Ravi
3/7/12
Secretary

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CAO
Convener

[Signature]
JD (NL)
Member

[Signature]
JD (F & A) 3/7/12
Member

[Signature]
Chairman