

MINUTES OF THE 13th MEETING OF PROCUREMENT COMMITTEE OF IRDA HELD ON

23rd July, 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-Accounts) - Secretary

User Depts Invited:

- (VI) Mr. A. R. Nithyanatham - JD(IT)
- (VII) Mr. N. M. Behera - DD (Admn.)
- (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: Approval of expenses towards Courier Services to be availed by the Authority during April, 2012 to March, 2013.

The Committee examined the proposal and assessed the requirement, presently the following two couriers company services are being utilized by the Authority:

1. Blue Dart Express.
2. Blaze Flash (through their franchisee M/s. AMAFHH Couriers).

The total expenditure towards courier charges is estimated at Rs.90,000 per month which exceeds Rs.10.00 lakhs per annum for the financial year 2012-13.

Mamta Surl
R. K. Sharma
Randip Singh Jagpal
Prasad Rao Kalayru

The Committee has approved the proposal.

Item No.2: Purchase of Stationery for the Authority for the Financial Year 2012-13.

The Committee assessed the annual stationery requirement of the authority and arrived at an average monthly expenditure of Rs. 10 lakhs for the year 2012-13.

The Committee approved the purchase of stationery for the Authority, and has given three months time i.e. upto 31st October for finalization of the tenders by calling for quotations from different suppliers for entering into a rate contract.

The Committee recommended that department should work out the annual requirements of stationery items and then to call tenders from parties. However, as the process is going to take time, the Committee as a special case allowed the present procedure till October, 2012.

Item No.3: Extension of Contract for Providing Manpower like Office boys, Security, Drivers, Sweepers etc.

The Committee took note of the existing contract for the job of providing manpower to the Authority with M/s. Ganesh Security Services (GSS).

The Committee approved the present contract to be continued with the 2011-12 rates and recommended for issuing advertisement in the news papers calling for tenders from the manpower agencies. The Committee has recommended to complete the entire tendering process by the end of February, 2013. It also suggested for not taking the existing rates as base rate for calling the tenders.

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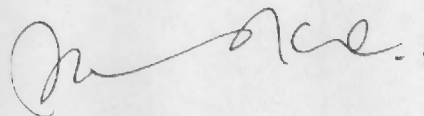
Item No. 4: Integrated Grievances Management System (IGMS) - Payment to WIPRO on completion of Mile stones No: 06

The JD(IT) has made a presentation on the five mile stones achieved till date, the present being the last mile stone(06). The presentation has dealt about the IGMS process flow and the unique features of the project such as single gateway provided for policy holders, facility to maintain the central repository by IRDA, IGMS works in a secured environment, the day to day working of the IGMS is monitored by WIPRO, Micro Soft technologies were used and that the data processing is done on a real time basis. The portal has gone live in the June, 2011.

As per the terms of the contract the Bank Guarantee is to be issued by Wipro before releasing the hosting payment (the amount is not paid till date). IRDA has with held 10% of the development cost and 10% of the entire project cost, a Bank Guarantee for Rs.10.00 Lakhs was obtained from WIPRO towards performance guarantee. Annual Maintenance Contract agreement was proposed to be entered with WIPRO. The Committee has sought the details with regard to the liquidated damages for delay in completion of the entire project. It was informed by JD(IT) that no view was taken on the levying of penalty.

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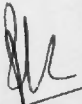


The Committee advised IT department to get the approval of the Competent Authority on the same view and then to come back to the Committee.

Vote of thanks

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

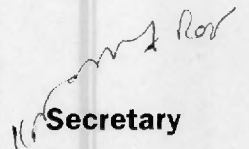

CAO

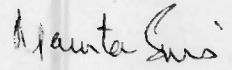
Convener



JD (NL)

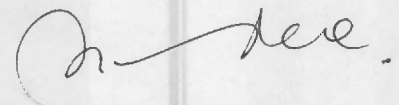
Member


Secretary



JD (F & A)

Member



Chairman