

**INSURANCE REGULATORY DEVELOPMENT AUTHORITY OF INDIA
HYDERABAD**

4th May 2016

Subject: Minutes of the 39th Procurement Committee meeting held on 4th May 2016

Present:

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| (i) Shri D.D.Singh, Member (Distribtuion) | - Chairman |
| (ii) Shri M. Pulla Rao,(Sr. JD-General) | - Member |
| (iii) Shri Randip Singh Jagpal, (Sr. JD- Intermediaries) | -Member |
| (IV) Smt J.Meena Kumari, (Sr.JD- Inspection) | - Member |
| (V) Shri M.S.Jayakumar,(CAO) | - Member Convener |

User Department present:

- (vi) Shri Deepak Khanna, (DD - Admn)

Chairman and Members of the committee were apprised about the agenda items.

1. Tender of Printing of Handbook and other related works

Administration Department apprised the committee that IRDAI invited tenders for printing of Handbook on the request of Communications Wing and the advertisement was published on 5th Nov, 2015 with closing date of submission of bids on 19th Nov, 2015. In response to the said tender, 7 bidders submitted their bids.

The Tender Opening Committee opened the Technical bids on 19th Nov, 2015 and the financial bids on 27th Nov, 2015 in the presence of the bidders. The details of the bids are furnished in the table below:

S. No.	Name of the Printer	Status of Printer whether Qualified or Disqualified	Total Quoted amount in Rs.
1	Lakshmi Sri Enter prises	Qualified	12,86,409/-
2	Apsara Printing works	Qualified	17,51,310/-
3	Card Box Company	Qualified	15,73,550/-
4	Farah Printer	Qualified	13,92,600/- (Total quoted rate) (Actual total as per calculation- 13,88,200/-) Rs.
5	Ganesh Web Offset Printers	Qualified	14,31,320/-
6	SVR Graphics	Qualified	14,21,200/-
7	Prajashakti Daily Printing Press	Qualified	15,28,780/-

The deliberations of the Committee are as follows:

- I. The rates quoted by the vendor are applicable for the printing of handbook material tendered in the bid:
 - a. Based on the Paper quality (GSM), colour, size of booklet, lamination, binding details, number of copies etc.
 - b. To print the material intended by CAD Communication Wing as in (a) above for the quantity and specification as mentioned in the tender
- II. The requirements were given by Communication Wing when the Tripura state campaign was going on. As the planned seminars are already completed, the current requirements with respect to handbooks need to be reconfirmed with the department. In this connection, DD (CW) provided a copy of letter from Secretary, Finance, Government of Tripura regarding requirements of Hand book to support the requirements.
- III. It was apprised by the department that the tender document clearly specifies the quality of paper (GSM), colour, size of booklet, lamination, binding details, number of copies etc.
- IV. The rates quoted by the vendors are ^{for} carrying out the above work order only and the approval of rates is for the quantity and specifications as mentioned in the tender.
- V. M/s Lakshmi Sri Enterprises, who quoted lowest rate i.e. 12,86,409/- is observed to be L1.
- VI. The Committee recommended the proposal to place order with M/s Lakshmi Sri Enterprises for Rs.12,86,409/- for printing of the Handbooks indented in the Tender Document only as a ONETIME APPROVAL..

2. Purchase of Office Car

The Committee suggested that regarding purchase of Office car, basic details like Models of car permitted, Maximum price, periodicity of replacement, applicability of DGS&D rates, tendering process etc. may be standardized. It is also suggested that financial approval of competent authority may be obtained before placing the proposal before the procurement committee.

It was also suggested that reasons for replacement of existing vehicle may be supported with independent garage report, current running cost, repair and maintenance cost etc. approved by competent authority.

It has been suggested by the Committee that the proposal may be placed after examining the above suggestions.

3. Renewal of Group Medi-claim Policy

The Procurement Committee noted the decision taken.

4. Others

Administration Department informed the Committee regarding placing the agenda on empanelment of Advertisement Agencies. It was decided that empanelment of agencies does not fall within the purview of Procurement Committee and need not be placed before the Committee. The matter may be placed before the Committee only at the time of placing the order if the financial limit of the order is within the purview of Procurement Committee i.e. above Rs 10,00,000/-

The meeting ended with vote of thanks to the Chair.


CAO

Member-Convener


JD (Inspection)

Member


Sr J D (Intermediaries)

Member


Sr J D (Gen)

Member


Member (Distribution)
Chairman