

**INSURANCE REGULATORY DEVELOPMENT AUTHORITY OF INDIA**

28<sup>th</sup> April 2015

Subject: Minutes of the 33<sup>rd</sup> Procurement Committee meeting held on 28<sup>th</sup> April 2015

Present:

- (i) Shri M.Ramaprasad, Member (NL) - Chairman
- (ii) Shri M. Pulla Rao,(Sr. JD-General) - Member
- (iii) Shri Lalit Kumar Chandel,(FA) -Member
- (IV) Shri A Ramana Rao, (JD- Inspection) - Member
- (V) Shri M.S.Jayakumar,(CAO) - Member Convener

User Department present:

- (vi) Shri A.R.Nithyanandam, (Sr.JD-IT)
- (vii) Shri H. Anathakrishnani, (JD)
- (vii) Shri. G.Mallikarjun, (OSD)
- (vii) Smt. Mathangi Saritha, (SAD)
- (vii) Shri. Manoj Kumar Asiwai, (AD)

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

**1. Revised Proposal for a 3 day Executive Training programme-**

The above item was initially placed in the 31<sup>st</sup> meeting of the committee and certain clarifications were requested by the committee. The department's clarifications were recorded by the Committee.

It was noted that a typographical error in respect of A/C Accommodation (Double Occupancy) @ Rs. 2500/- per day per candidate (Rs. 2500 x 3 days x 30 candidates) instead of Rs. 2500/- per room per day for A/c Double Occupancy accommodation.

**BUDGET FOR THE THREE DAY NALSAR-IRDA EXECUTIVE TRAINING PROGRAMME (for 30 students)**

S.N o.	Particulars	IRDAI Amount (in Rs.) for 30 persons	IRDAI Amount (in Rs. For 5 Sessions)
1.	Development , Preparation, Printing and Binding of the Course Material Rs. 1,250 X 30 persons	37, 500/-	1, 87, 500/-
2.	Honorarium(including conveyance) for Resource Persons (Rs. 5,000/- per session of	60, 000/-	3, 00, 000/-

	(1 <sup>1/2</sup> hr each) <b>5,000 x 4 sessions per day X 3 days</b>		
3.	A/C Lecture Hall with LCD Projector @ <b>Rs. 15,000/-</b> per day	45, 000/-	2, 25, 000/-
4.	A/C Accommodation (Double Occupancy) @ <b>Rs. 2500/-</b> per day per room ( <b>Rs. 1,250 x 3 days x 30 candidates</b> )	1,12,500/-	5,62,500/-
5.	Food (Tea, Breakfast, snacks & tea twice in a day, Lunch and Dinner) <b>Rs. 500/-</b> per day per candidate ( <b>Rs. 500 x 3 days x 30 candidates</b> )	45, 000/-	2, 25, 000/-
6.	Coordinator's Fee	10, 000/-	50, 000/-
7.	Administrative Expenses (Research Assistance, Secretarial Assistance & Support Staff)	15, 000/-	75, 000/-
8.	Stationary including posters, banners, notebooks, pen	5, 000/-	25, 000/-
9.	Certificate	5, 000/-	25, 000/-
10.	Miscellaneous Expenses	10, 000/-	50, 000/-
11.	Institutional Expenses 10% of total amount	34,500/-	
	<b>TOTAL</b>	<b>4,57,500/-</b>	<b>22, 87,500/-</b>
	<b>Reworked total</b>	<b>3,79,500/-</b>	<b>18,97,500/-</b>

The reworked rates and package per batch of 30 officers of Rs.3,79,500/- and Rs. 18,97,500/- for five batches was approved.

## 2. Purchase of Desktops

This item was deferred in the 32<sup>nd</sup> meeting held on 9<sup>th</sup> April 2015 was resubmitted by the department with complaint statistics for the past 6 months of desktops used in the Authority.

It was observed by the Committee that the Dell machines are having fewer complaints compared to the HP machines proposed by the IT Department. It was clarified by the IT Department that HP machines were proposed due to following reasons:

1. There is an urgent requirement of 15 machines due to joining of deputation employees in the current month and a few of the existing employees are without machines.
2. Dell computers will take more time for delivery i.e. around 60 days.

The Committee approved the following:

1. IT department shall approach Dell for supply of required quantity of machines immediately.

2. If Dell is not able to supply the entire lot immediately, Dell may be requested to supply minimum machines urgently required and balance machines in about a month this time.
3. If Dell is not able to supply even the minimum machines required immediately, HP may be approached for supply of minimum machines and the balance machines shall be ordered from Dell.


It was also suggested by the Committee that IT department shall have a planned procurement policy to take for future requirements and also replacement of old machines in a phased manner after 4 years of purchase.


### 3. IIB Motor awareness campaign

It was informed by the department that they had received a communication dated 11.4.2015 from the CEO, IIB requesting for support to their campaign for on road insurance of uninsured vehicles. This campaign is being undertaken from 1-5-2015 till 15-5-2015 in collaboration with the Cyberabad Metropolitan Police. The objective of the campaign is to identify uninsured vehicles plying on the road with the help of the local police and to get the vehicles insured through the Kiosks to be put up at around 100 spots in the area. The matter was examined in the department and the Competent Authority has agreed for newspaper advertisement campaign on pilot basis. The advertisement will be published in newspapers in Hyderabad in 4 languages viz., Hindi, English, Telugu and Urdu based on their circulation rating. There will be 7 insertions of advertisement from 30.4.2015 upto 14th May 2015 (i.e. on 1st, 3rd, 5th, 7th, 9th, 10th and 14th May 2015).

Based on the above proposal, the Media Plan has been prepared as placed below. The estimated cost for the campaign would be around Rs 20 lakh (exc. Service Tax). The committee approved the proposal.

The meeting ended with vote of thanks to the Chair.

  
 CAO  
 Member-Convener

  
 JD (Inspection) 28/5/15  
 Member

  
 Sr JD (Gen)  
 Member

  
 F A  
 Member

  
 Member (NL)  
 Chairman