

**INSURANCE REGULATORY DEVELOPMENT AUTHORITY OF INDIA
HYDERABAD**

12th July 2016

Subject: Minutes of the 42nd Procurement Committee meeting held on 12th July 2016

Present:

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|--|-------------------|
| (i) Shri D.D. Singh, (Member- Distribution) | - 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 A.R.Nithyanandam, (Sr. JD - IT)

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

1. Procurement of 150 Desktops on buyback basis

IT Department apprised the committee that the proposal of replacement of desktops was approved Chairman vide our office note dated on 20th April 2016. IT department issued tender notice on 20th April 2016. The last date for submission of tenders was 19th May 2016. The technical bids were opened by the Tender Committee (consisting of the following officials) on 19th May, 2016 in presence of participation of all vendors. Based on the criteria stated in the RFP, the following five vendors have fulfilled both the technical and eligibility criteria.

Sl. No.	Vendors Name	Model Offered
1	M/s Digitech Peripherals	Dell OptiPlex 7040 MT
2	M/s Microbase Computers	HP -Elite 800 G2DM Mini
3	M/s Youdan Marketing	Dell OptiPlex 7040 MT
4	M/s OM Systems & Services	Dell OptiPlex 7040 MT
5	M/s Silicon Business Solutions Pvt. Ltd.	Lenovo Think Center M900

The results related to Technical short listing was also published in our website on 20th June 2016. The bidders who have not been shortlisted were also communicated through separate mails along with the reasons for not short listing.

The commercial bidders of technically shortlisted bidders were opened on 21st June 2016 in presence of bidders representatives and the complied information of their financial bidders are as follows:

Bidders	Model	Total Price for Desktop and MS Office (Incl tax)	Total Buy back value of old desktop	Grand Total (incl tax)	Bid Position
Digitech	Dell Optiplex	111,87,000	7,70,000	104,17,000	L2
Micro Base Computers	HP Elite 800	119,79,379	3,21,500	116,57,879	L5
Youdan Marketing	Dell Optiplex	108,96,716	4,67,000	104,29,716	L3
OM Systems & Services	Dell Optiplex	105,45,750	8,47,600	96,98,150	L1
Silicon Business Solution	Lenovo Think Centre M900	111,51,000	2,25,000	109,26,000	L4

It was informed by IT Department that

- (a) **One month** is the time limit given for the vendor to complete the supply and installation of all the 150 desktop computers from the date of issue of order; and
- (b) The Tender Document specifies penalty for delay in supply and installation of the computers.

The Committee deliberated on the above details submitted by IT department and decided as follows:

- I. **Supply of 150 Desktop Computers:** It must be ensured that the vendor adhered to the time limit specified in the tender and complete the supply and installation of all the 150 desktop computers. Penalty if any has to imposed as mentioned in the Tender Document in case of any delay.
- II. **Installation Certificate from the User:** The user level installation certificate should be obtained by the IT department from the USER specifying clearly that that the data from existing system is properly transferred to the new system and the old system is formatted and moved from the location under buy back.
- III. **Bank Guarantee:** Bank guarantee as per tender document must be collected from the vendor.
- IV. **Recommendations:** The Procurement Committee recommended the proposal and identified L1 M/s OM Systems & Services as vendor for purchase of 150 desktops for Rs 96,98,150/- (Rupees Ninety Six Lakhs Ninety Eight Thousand one hundred fifty only)

2. Hiring of Dot Net Professional

- The Committee deliberated on this item and decided that this is a recruitment process and not a procurement process.
- All recruitments and engagement of outsourcing persons are dealt by HR Department.
- Proposed Hiring of DOT Net professional in the proposed manner is not in accordance with Regulation 4 of IRDA (Conditions of Services of Officers and other Employees) Regulation 2000 and Clause 2 (a) of Executive Rules for Staffing the IRDA 2009 issued under Regulation 4 of the said Regulation.
- Hence, suggested that IT department may have to approach HR department for all appointments with respect to hiring of persons of any capacity or qualification.

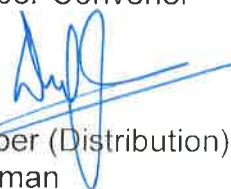
The meeting ended with vote of thanks to the Chair.


CAO
Member-Convener


Sr JD (Inspection)
Member


Sr J D (Intermediaries)
Member


Sr J D (Gen)
Member


Member (Distribution)
Chairman