



**DEPARTMENT OF EVENING STUDIES-MULTI DISCIPLINARY RESEARCH CENTRE
PANJAB UNIVERSITY, CHANDIGARH**

Minutes of the joint meeting of the members of the Purchase Committee and Library Committee held on 14.06.2018 at 10:00 am in the office of Chairperson, DES-MDRC, Panjab University, Chandigarh. The following members were present in the meeting:

Members of the Library Committee

1. Professor Gurpal Singh, **Chairperson**
2. Professor Sudhir Kumar
3. Dr. Keerti Vardhan, **Convener**

Members of Purchase Committee

1. Professor Gurpal Singh, **Chairperson**
2. Professor Neeraj Jain, **Convener**
3. Professor Vandna Maini
4. Dr. Keerti Vardhan
5. Mr. Amandeep Singh

Professor Mahesh Sharma and Mrs. Simran Kaur could not attend the meeting.

As Professor Mahesh Sharma, Convener of the Library Committee was not present members of both Committees unanimously elected Dr. Keerti Vardhan as Convener of the Library Committee for the above said meeting only.

Agenda:

1. To open the quotations received in the Department for the purchase of Identity Cards for the session 2018-19.
2. Any other item(s) with the permission of the Chairperson.

Item No. 1: To open the quotations which were received in the Department for the purchase of Identity Cards.

The quotations were opened in the presence of the members of the Purchase Committee and Library Committee and comparative statement of Identity Cards was prepared which is as follows:

Sr. No.	Name and address of the Firm	Item	Rates	Remarks
1.	Shruti Enterprises, U-203, Anupam Apartment, East Arjun Nagar, Delhi - 32.	PVC Identity Cards with multicolour with bar code/without bar code.	Rs. 26.10/- GST Extra	
2.	Nain Graphics, Shop No. 48, Panjab University Market, Sector 14, Chandigarh.	PVC Identity Cards with multicolour identity card	23/- GST Extra	
3.	Ashoka Enterprises, 117-B, Gobind Park, Anarkali Extn. Jagat Puri, Delhi - 51	PVC Multicolor Identity Cards Heavy Duty Multicolour with bar code and bar/without bar code	Rs. 22.90/- GST Extra	

4.	Ayan Printways, 4685, I.P. Extan Colony, Near Bhakhari Village, Faridabad.	PVC Multicolor Identity Cards with bar code.	Rs. 25.75/- GST Extra	
5.	Ginni Enterprises, 490/7, Partap Nagar, Gurgaon (Haryana)	As per specification of the Department.	Rs. 26/- GST Extra	

On opening the quotations, it was found that bar code reader with software was not mentioned by any of the firm in their quotations as required by the Department. However, as per Comparative Statement, **Ashoka Enterprises the lowest Firm has proposed to supply the required PVC identity cards (with bar code/without bar code) @ 22.90/- per card.** The members of both the committees unanimously decided that the firm who have quoted the lowest rates be asked to incorporate the required items i.e. bar code reader and its software. On asking the said firm telephonically, they regretted for the mistake and promised to supply the Identity Cards strictly as per specifications required by the Department along with the bard code reader and its software. The firm was asked to confirm the same in writing and the firm assured the Department that they will send a revised quotation with mentioning the required specifications in same rate through email at the earliest. After due deliberations, it was unanimously **RESOLVED** that the purchase order of Identity Cards be placed to the said firm after receiving revised quotations.

It was further **RESOLVED** that the Dean University Instructions be requested to accord his sanction to purchase of 1200 to 1500 identity cards (PVC) from **Ashoka Enterprises, 117-B, Gobind Park, Anarkali Extn. Jagat Puri, Delhi - 51** against the rates quoted by the firm, subject to the receiving of revised quotations. The payment will be made out of "Amalgamated Fund" Sub Head "Identity Card" where the Budget provision exists.

Item No. 2: Any other item(s) with the permission of the Chairperson.

The members of the both the committees considered the modalities for recovering the cost of lost/damaged books by any members of the library/staff as already operational for the Department of Laws, Panjab University, Chandigarh (duly approved by the Vice-Chancellor). After due deliberations, it was unanimously **RESOLVED** that the above mentioned modalities formulated by the Library Committee of the Department of Laws in its meeting held on December 27, 2013 (duly approved by the Vice-Chancellor) (copy of the same attached herewith) be adopted in toto with immediate effect.

Confirmed

Gurpal Singh

**Professor Gurpal Singh
Chairperson**

Neeraj Jain
**Professor Neeraj Jain
Convenor
Purchase Committee**

Keerti Vardhan
**Dr. Keerti Vardhan
Convenor
Library Committee**

DEPARTMENT OF LAWS

Panjab University, Chandigarh

Proceeding of the library committee meeting held on December 27, 2013 at 11.15. a.m. in the office of the chairperson:

The following members were present:

1. Prof. Shalini Marwaha
2. Dr. Paramjit kaur
3. Dr. Vandana Arora
4. Dr Jyoti Rattan
5. Dr. Babita Devi
6. Dr. Anil Kumar Thakur
7. Dr. Shipra Kaushal
8. Dr. Rajinder Kaur

Prof. Meenu Paul did not attend the meeting

Item No. 1 :The criteria for recovering the cost of lost/damaged books by any members of the library placed before the Committee. The Committee decided the following Criteria for recovering the cost of lost/damaged book/document by Library members:

If any document is lost or damaged/mutilated by the member of the library the following procedure will be applicable to recover the lost or damaged/mutilated document:

1. If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the later edition of that book with processing charges (including binding) of Rs. 100/- for each book.
2. In case the lost book /document is not available in the market or out of print then a certificate from at least two Book sellers/Publishers has to be obtained for payment of the cost of lost document. In addition a processing fee of Rs. 100/- will be charged for each document.

Document/Publication	Cost to be recovered
Book/publication printed during the last ten years.	Double the original or latest price, which ever is less
Book/publication printed more than ten years.	Three Times the original or latest price, which ever is less
Indian or Foreign publication/report for which price is not available.	Rupee 3/- per page.
Report (which is available on internet)	Rs. 3/- per page or replacement in bound form.

3. In case of foreign book is lost, the cost of the book in foreign currency is to be charged at the current conversion rate of the currency or replacement is to be made in Foreign edition or latest Indian edition of the same.

4. If one part/volume of journal/periodical is damaged or lost the complete set has to be replaced or cost of the complete set will be charged.
5. Minimum of Rs. 300/- to be charged if the cost of the book is less than Rs.300/-with additional processing charges of Rs. 100 for each book.
6. If the loss/misplacement of the book is reported in writing, then no overdue charges will be levied.
7. If the payment of the book is not done as demanded and in case the same is not paid, then the Library will recover the amount from the security or salary of the Library members.
8. In case the lost book is out-of-print and it is determined by the library committee that it is widely used then apart from the above mentioned mode of determining the cost of book, a penalty of double the cost of the book will be charged

It was further resolved that these rules may be forwarded to the Vice-Chancellor/DUI/Registrar for approval.

Item No. 2 : The members discussed on the issue of purchase of SCC online data base. Since the EasternBook Company has given proposal for subscription rates for 4 years, It was resolved that they may be advised to give proposal for 2 years.

Shalini Marwaha
27/12/13
(Prof. Shalini Marwaha) *Paramjit* *Vandana*
(Dr. Paramjit Kaur) (Dr. Vandana Arora) *Jyoti Kattan*
(Dr. Jyoti Kattan)

Babita
(Dr. Babita Devi) *Anil Kumar*
(Dr. Anil Kumar Thakur) *Shirpa*
(Dr. Shirpa Kaushal) *Rajinder Kaur*
(Dr. Rajinder Kaur)

Nishtha
(Prof. Nishtha Jaswal)

Chairperson