

# The West Bengal National University of Juridical Sciences

## Minutes of the 95<sup>th</sup> Meeting of the Finance Committee of WBNUJS held on 20<sup>th</sup> September 2017

Sl. No.	Agenda Item	Resolution	Remarks
1.	Confirmation of the Minutes of the 94 <sup>th</sup> Meeting of the Finance Committee held on 13 <sup>th</sup> September 2017 and the resolution of the adjourned meeting of the Finance Committee held on 07/09/2017 were placed for confirmation.	<p>The Minutes of the 94<sup>th</sup> Meeting of the Finance Committee held on 13<sup>th</sup> September, 2017 and the resolution of the adjourned meeting of the Finance Committee held on 07/09/2017 were placed for confirmation.</p> <p><b><u>Resolution</u></b></p> <p>The Finance Committee confirmed both the Minutes of the 94<sup>th</sup> Meeting of the Finance Committee held on 13<sup>th</sup> September, 2017 and the resolution of the adjourned meeting of the Finance Committee held on 07/09/2017.</p>	
2.	Proposal for Repairing of 15KVA Online UPS	<p>The matter arises out of the 90<sup>th</sup> Meeting of the Finance Committee held on 02/08/2017 where the inspection charge of Rs. 6000+GST was approved by the Finance Committee. Now on inspection it was found that the 84 batteries installed in the UPS has gone faulty and the same was installed in the year 2011. According to the report the same needs to be replaced for the proper functioning of the UPS. Accordingly three quotations have been collected with buy back policy of the existing non-functional batteries for the same and submitted to the Works Committee as follows :</p> <p>1. Novetuer Electrical and Digital Systems – Rs. 5,79,936/-</p>	

		<p>2. Genex Network (P) Ltd. – Rs. 6,18,240/-</p> <p>3. The S.B. &amp; Company – Rs. 6,20,592/-</p> <p>The Works Committee decided that as M/s. Novetuer Electrical and Digital Systems have quoted the lowest and the job is of high value this may be placed before the Finance Committee for further directions.</p> <p>However, the same was placed before the 94<sup>th</sup> Meeting of the Finance Committee held on 13/09/2017 where the Finance Committee directed to defer the matter for the next meeting. It was also directed that endeavour shall be made to appoint manufacturer or reputed vendor for repairing and / or annual maintenance of UPS. The matter was submitted for directions.</p> <p><b><u>Resolution</u></b></p> <p>The Finance Committee discussed the matter and directed that quotation from reputed vendor or manufacturer may be obtained so that AMC for all UPS of the University can also be given.</p>	
3.	<p>Proposal for Procurement of Bibliotheca-3M make EM Tattle Tape Gate in the Library Back Entrance (Hostel Facing Gate)</p>	<p>The University administration received a proposal from the Library towards procurement of Bibliotheca-3M make EM Tattle Tape Gate in the Library Back Entrance (Hostel Facing Gate) in order to maintain security at the Hostel facing gate when the students are accessing the library from the hostel at late night keeping the main entrance of the library closed.</p> <p>In this regard the Library has collected a quotation from M/s. TIHOTS who are the sole distributor of such product in Kolkata and they have quoted Rs. 8,35,000+ 18% GST i.e. Rs. 9,85,300/-. Later the vendor has been called and the same has been negotiated for Rs. 725000+28% GST and Rs. 40000+18%GST i.e. Rs. 9,73,600/- (Rupees nine lakhs seventy three thousand six hundred only) .</p> <p>M/s. TIHOTS is an authorized vendor for such solution which has been certified by the mother company of such</p>	

		<p>product .</p> <p>However, the same was placed before the 94<sup>th</sup> Meeting of the Finance Committee held on 13/09/2017 where it was directed that in order to negotiate with the vendor for the reduction of price, they shall be called in the next meeting of the Finance Committee.</p> <p>The matter was therefore once again placed before the Committee for direction.</p> <p><b><u>Resolution</u></b></p> <p>As per direction of the Finance Committee the negotiation with the vendor has taken place. The representative of TIHOTS agreed to reduce the price to Rs. 9,51,788/- inclusive of GST. The Finance Committee unanimously approved the procurement.</p>	
<p>4.</p>	<p>Annual Audited Accounts 2016-2017</p>	<p>The annual accounts of the University for 2016 -17 has been prepared in terms of sub-section(1) of section 24 of the Regulations of WBNUJS Act 1999 and audited by M/s Sen &amp; Company, Kolkata the statutory auditors of the University. The annual accounts, together with the auditor's reports were enclosed as Annexure.</p> <p>However, the same was placed before the 94<sup>th</sup> Meeting of the Finance Committee held on 13/09/2017 where the same was deferred. The matter was submitted for directions.</p> <p><b><u>Resolution</u></b></p> <p>The Finance Committee unanimously decided to defer the matter to the next meeting of the Committee.</p>	

5.	Revised Budget Estimates 2017-18 & Budget Estimates 2018-19	<p>The Revised Budget Estimate for 2017-18 and Budget Estimates 2018-19 have been prepared and were placed as Annexure.</p> <p>However, the same was placed before the 94<sup>th</sup> Meeting of the Finance Committee held on 13/09/2017 where the same was deferred. The matter was submitted for direction.</p> <p><b><u>Resolution</u></b></p> <p>The Finance Committee discussed the matter at length and decided to defer the matter to the next meeting of the Committee.</p>																
6.	Proposal for adoption of fees from alumni students in regard to various academic documents	<p>The University felt of streamlining the various processes for issuing of duplicate transcript, degree certificate, character certificate / bonafide certificate and duplicate migration certificate. Accordingly the proposed fees for the same are tabulated below :</p> <table border="1" data-bbox="386 978 1159 1499"> <thead> <tr> <th data-bbox="386 978 509 1087">Sr. No.</th> <th data-bbox="509 978 902 1087">Name of the academic document</th> <th data-bbox="902 978 1159 1087">Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1087 509 1199">1</td> <td data-bbox="509 1087 902 1199">Duplicate Transcript (Multiple copy)</td> <td data-bbox="902 1087 1159 1199">500.00 per copy</td> </tr> <tr> <td data-bbox="386 1199 509 1272">2.</td> <td data-bbox="509 1199 902 1272">Duplicate Degree certificate</td> <td data-bbox="902 1199 1159 1272">1000.00</td> </tr> <tr> <td data-bbox="386 1272 509 1383">3</td> <td data-bbox="509 1272 902 1383">Character certificate / bonafide certificate</td> <td data-bbox="902 1272 1159 1383">100.00 per copy</td> </tr> <tr> <td data-bbox="386 1383 509 1499">4.</td> <td data-bbox="509 1383 902 1499">Duplicate Migration certificate</td> <td data-bbox="902 1383 1159 1499">500.00</td> </tr> </tbody> </table> <p>The University also felt that for issuing a duplicate degree certificate and duplicate migration certificate, apart from the requisite fees mentioned above, a GD shall be lodged at local police station and an advertisement of the same shall be published in the newspaper. Thereafter the alumni or the concerned student shall apply with a copy of the GD and newspaper advertisement after payment of requisite fees to the University. Once the above documents are submitted as</p>	Sr. No.	Name of the academic document	Amount (Rs.)	1	Duplicate Transcript (Multiple copy)	500.00 per copy	2.	Duplicate Degree certificate	1000.00	3	Character certificate / bonafide certificate	100.00 per copy	4.	Duplicate Migration certificate	500.00	
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		<p>required by the University, the requisite certificate shall be issued to the respective student / candidate.</p> <p>However, the same was placed before the 94<sup>th</sup> Meeting of the Finance Committee held on 13/09/2017 where the same was deferred. The matter was submitted for direction.</p> <p><b><u>Resolution</u></b></p> <p>The Finance Committee discussed the matter at length and decided to defer the matter to the next meeting of the Committee.</p>	
7.	Proceeding of the Meeting of the Building Committee	<p>The Minutes of the Meeting of the ‘Building Committee’ held on 12/09/2017 are placed for kind perusal and information.</p> <p>However, the same was placed before the 94<sup>th</sup> Meeting of the Finance Committee held on 13/09/2017 where the same was deferred. The matter was submitted for kind approval.</p> <p><b><u>Resolution</u></b></p> <p>The Finance Committee discussed the matter at length and decided to defer the matter to the next meeting of the Committee.</p>	
8	Proposal for procurement of a Multitrack recorder with accessories	<p>It has been a demand of the Students community for procurement of recording devise for important lectures, etc. held in the University. Accordingly they did a survey and found that the approximate cost for the Multitrack recorder with accessories will be Rs. 140,000/-. (Rupees One lakh forty thousand only).</p> <p>The University felt that the same shall be procured through the procurement norms of the Procurement Committee.</p> <p>However, the same was placed before the 94<sup>th</sup> Meeting of the Finance Committee held on 13/09/2017 where the same was</p>	

		<p>deferred.</p> <p>The matter was submitted for directions.</p> <p><b><u>Resolution</u></b></p> <p>The Finance Committee discussed the matter at length and decided to defer the matter to the next meeting of the Committee.</p>													
9	<p>AMC Proposal for Photocopier Machine installed in CRSGPP, WBNUJS</p>	<p>The University received an AMC Proposal for photocopier and printing machine installed in CRSGPP, WBNUJS (Canon Image Runner Advanced 4225 with duplex printing) as one year after procurement had already passed.</p> <p>Accordingly rates has been collected from three vendors (all authorized vendors of Canon Photocopier machine) which are enumerated below :</p> <table border="1" data-bbox="386 909 1154 1482"> <thead> <tr> <th data-bbox="386 909 493 1020">Sr. No.</th> <th data-bbox="493 909 899 1020">Name of the Vendor</th> <th data-bbox="899 909 1154 1020">Amount Quoted (Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1020 493 1173">1</td> <td data-bbox="493 1020 899 1173">M/s. Bengal Tracom Pvt. Ltd.</td> <td data-bbox="899 1020 1154 1173">0.38paise per copy (minimum 3000 copies)</td> </tr> <tr> <td data-bbox="386 1173 493 1327">2</td> <td data-bbox="493 1173 899 1327">M/s. Unicom Infotech Pvt. Ltd.</td> <td data-bbox="899 1173 1154 1327">0.34paise per copy (minimum 2000 copies)</td> </tr> <tr> <td data-bbox="386 1327 493 1482">3</td> <td data-bbox="493 1327 899 1482">M/s. Aircon Communications Pvt. Ltd.</td> <td data-bbox="899 1327 1154 1482">0.40paise per copy (minimum 1900 copies)</td> </tr> </tbody> </table> <p>From the above it has been found that M/s. Unicom Infotech Pvt. Ltd has been quoted the lowest considering the other parameters.</p> <p>The matter was submitted for directions.</p>	Sr. No.	Name of the Vendor	Amount Quoted (Rs.)	1	M/s. Bengal Tracom Pvt. Ltd.	0.38paise per copy (minimum 3000 copies)	2	M/s. Unicom Infotech Pvt. Ltd.	0.34paise per copy (minimum 2000 copies)	3	M/s. Aircon Communications Pvt. Ltd.	0.40paise per copy (minimum 1900 copies)	
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		<p><b><u>Resolution</u></b></p> <p>The Finance Committee discussed the matter at length and decided to defer the matter to the next meeting of the Committee.</p>	
<p><b>10</b></p>	<p>Substation Maintenance</p>	<p>The matter arises out of the 93<sup>rd</sup> Meeting of the Finance Committee held on 28/08/2017.</p> <p>The Substation of the University is not put under regular maintenance and there problems like malfunctioning of HT Breakers of the transformers and ACBs and LT Panel has to be serviced and filtration of transformer and oil and BOCB oil needs to be done.</p> <p>In this regard, the technical department of the University contacted three vendors who are PWD enlisted and they have submitted their quote as per the following :</p> <ol style="list-style-type: none"> <li>1. M/s. Electrical Associates – Rs. 96500.00 + applicable taxes</li> <li>2. M/s. Mondal Electric Concern – Rs. 92000.00 + applicable taxes</li> <li>3. M/s. Electrical Syndicates – Rs. 92200.00 + applicable taxes</li> </ol> <p>As per above a comparative statement was also placed as annexure.</p> <p>The matter was placed before the 91<sup>st</sup> Meeting of the Finance Committee held on 08/08/2017 and the Finance Committee directed that due to the wide variation in the price of each of the items quoted by the bidders and has expressed their doubt about the quality of work. The members are of the considered opinion that the testing department of WBSEDCL shall be consulted for Overhauling of substation maintenance work and their response shall be placed in the next meeting of the Finance Committee.</p> <p>Accordingly, the WBSEDCL has been communicated for</p>	

such purpose and the same was placed in the 92<sup>nd</sup> Meeting of the Finance Committee held on 21/08/2017 who directed to collect credentials of the companies and to get explanation on 'NG' quoted in each quotation. Committee also suggested that if any we receive any response from WBSEDCL, it shall be placed in the next meeting but the University is yet to receive a response in this regard from them.

The matter was again placed in the 93<sup>rd</sup> Meeting held on 28/08/2017 where the Finance Committee directed that the Accounts Officer and the Campus Supervisor, WBNUJS has been entrusted to negotiate with M/s. Electrical Syndicate who will provide detail breakup as committed verbally in presence of the members of the Finance Committee for the materials that will be provided for the job at the earliest.

Accordingly the Accounts Officer and the Campus Supervisor, WBNUJS has negotiated the matter where the vendor has negotiated to provide the University a less of 6% on the actual total cost or billing. The matter was submitted for directions.

**Resolution**

The Finance Committee unanimously decided to defer the matter to the next meeting of the Committee.