



No. A-04/004/2020-21/NISE/Admn/(EC)
NATIONAL INSTITUTE OF SOLAR ENERGY
(An autonomous Institute of Ministry of New & Renewable Energy, GOI)
Gwal-Pahari, Gurugram

Minutes of Meeting of 48th Executive Committee Meeting of NISE.

The 48th Meeting of the Executive Committee (EC) of National Institute of Solar Energy (NISE) was held on 03.01.2024 at 05:00 PM at office of DG NISE, Surya Bhawan, NISE Campus Gurugram-122003, under the Chairmanship of Dr. Sangita M. Kasture, Director General, NISE. The meeting was attended by following:

(i)	Dr. Sangita M. Kasture, DG, NISE	Chairman
(ii)	Dr. Chandan Banerjee, DDG(Tech), NISE	Member
(iii)	Dr. Jai Prakash, DDG(Tech), NISE	Member
(iv)	Shri Anil Kumar Yadav, Director (Admin)	Member
(v)	Shri Sandeep Sehrawat, Dy. Director (Admin)	Member Convener
(vi)	Dr. Avadhesh Yadav, DDG(Tech), NISE	Special Invitee
(vii)	Dr. Birinchi Bora, Dy. Director (Tech.)	Special Invitee

DG NISE welcomed all the members of the Executive Committee. The item-wise agenda was taken up for discussion and the decisions taken by EC are as follows:

Agenda Item No.1.0: To grant leave of absence to the Members, not present in the meeting.

All the members were present in the meeting.

Agenda Item No. 2.0: Approval of EC for issuing work order on single tender /single bid for Fabrication, Supply, installation, and Commissioning of Vacuum laminator for PV module at NISE for a total cost of Rs. 46,02,000/- inclusive of taxes.

Dr. Birinchi Bora, apprised the committee members about the above mentioned proposal, with following details:-

- (i) E-tender was floated on the E-Wizard portal and further published on NISE website and CPP portal for "Design, Fabrication, Supply, installation, and Commissioning of Vacuum laminator for PV module at NISE" on January 24, 2023. Due to insufficient number of bids, the last date for submission of bids was extended twice: first extension up to 12th March 2023 and second extension up to 23rd March 2023.
- (ii) Tender was opened on 24.03.2023 and only two bidders participated. The TEPC II sought several clarifications on the technical specifications from the participant vendors through e-mail. After careful evaluations of the tenders together with the clarifications provided by the vendors only one vendor was found technically qualified.
- (iii) The financial bid of the technically qualified vendor (M/s AKSHAR ENTERPRISE, Kuha, Ahmedabad, Gujarat) was opened on 02.08.2023. Being the only qualified bidder, the committee asked for the cost justifications from the vendor. The TEPC-II checked the cost justification and also checked the procurement process as per Rule 173 (XX) of GFR 2017 and Order No. F.1/1/2021-PPD, dated 29th October 2023 of the Department of Expenditure, Ministry of Finance, GOI, which states that "Lack of competition in rule 173(xix) shall not be determined solely on the basis of the number of bidders. Even when only one bid is submitted, the process may be considered valid provided the following conditions are satisfied":
 - A. The procurement was satisfactorily advertised and sufficient time was given for the submission of bids.
 - B. The qualification criteria were not unduly restrictive.
 - C. Prices are reasonable in comparison to market values.

- (iv) The TEPC-II evaluated the single bidder based on the above mentioned conditions (A, B,C) and recommended issuing the purchase order for "Design, Fabrication, Supply, installation, and Commissioning of Vacuum laminator for PV module at NISE" to M/s AKSHAR ENTERPRISE, Plot no. 4, Shiv Aradhana IND Park, Opp. INDIAN OIL, Kuha, Ahmedabad, Gujarat-382433 at INR 46,02,000/- (Indian Rupees Forty-Six Lakhs Two Thousand only).
- (v) The same was concurred by IFD and as per powers of EC given at S.No.23 of NISE DoP (**Annexure-1**), approval of EC is sought for issuing work order to M/s AKSHAR ENTERPRISE, Kuha, Ahmedabad, Gujarat-382433.

Decision: Executive Committee agreed with above proposal and approved to issue Purchase Order to M/s AKSHAR ENTERPRISE for "Design, Fabrication, Supply, installation, and Commissioning of Vacuum laminator for PV module at NISE at a cost of Rs. 46,02,000/-.

Agenda Item No. 3.0: Any other item with the permission of Chair.

With the permission of chair, following agenda items were also discussed:

Agenda Item No. 3.1: Approval of EC for issuing work order on single tender /single bid for Fabrication, installation and maintenance of Selfie-Points at a total cost of Rs. 52,50,000/- exclusive of GST.

Sh. Sandeep Sehrawat, apprised the committee regarding installation and maintenance of 3D Selfie/Photo Booths at 15 locations (**Annexure -2**) across Gurugram. The Selfie Booths will be fabricated and installed as per the designs approved by MNRE and communicated to NISE through E-mail dated 20.12.2023. The installation and commissioning of this Selfie Points has to be done on urgent basis as per Direction of MNRE.

The Central Bureau of Communication under Ministry of Information and Broadcasting has already decided the L1 rates vide its selection order No. 22201/01/DCID/CBC/SB/FB/23-24 dated 30.11.2023 to M/s Graphisads Ltd. (**Annexure-3**). IREDA, New Delhi (PSU under MNRE) has also placed the work order no. HR/13/2023-IREDA dated 29.12.2023 at same L-1 rates to **M/s Graphisads Ltd.** Considering the urgent and inescapable requirement and as per powers of EC given at S.No.23 of NISE DoP (**Annexure-1**), approval of EC is sought for issuing the work order for installation and maintenance of 3D Selfie/Photo Booths at 15 locations across Gurugram to **M/s Graphisads Ltd., 4/24A, Asaf Ali Road, New Delhi-110002** as per the details given below: -

S. No.	Details of Deliverables	Unit Cost of each Selfie Points (201/01/DCID/CBC/SB/FB/23-24 dated 30.11.2023)	Total cost in Rs. (Exclusive of GST)
1.	Category-A, 15 (fifteen) 3D Selfie/Photo Booth fabricated with Acrylic Boards, Glass and Fit-in Lights, as specified in the Central Bureau of Communication (CBC) letter no. 22201/01/DCID/CBC/SB/FB/23-24 dated 30.11.2023 and in accordance with the terms and conditions mentioned therein. Size 100 sq. ft. approximately for each point, Depending upon the design and availability of space (Minimum life span of 30 days)	Rs. 3,50,000/- per Selfie booth	Rs. 52,50,000/- (15 Selfie booth x Rs. 3,50,000/- per Selfie booth)
	Total		Rs. 52,50,000/-

It was also apprised to the EC that the rental charges (if any) of premises where this Selfie points will be installed to be ascertained separately by the NISE and separate approval of competent authority will be obtained for the same after receipt of details of rental charges (if any).

(Handwritten signatures and initials in blue ink)

Decision: Executive Committee agreed to the proposal and allowed to issue the work order for fabrication, installation and maintenance of 3D Selfie/Photo Booths at 15 locations across Gurugram to **M/s Graphisads Ltd., 4/24A, Asaf Ali Road, New Delhi-110002** as per the L1 rates communicated by CBC (Ministry of I&B) vide its selection order No. 22201/01/DCID/CBC/SB/FB/23-24 dated 30.11.2023.

Agenda Item No. 3.2 Providing Medical card (without any financial assistance) to contractual / Project staff of NISE.

Member convener apprised EC that NISE being an autonomous body, is not having CGHS facility for its regular staff. As per directions of Governing Council, NISE adopted a tailor-made medical policy for its regular staff. Under Medical facility, NISE provide one-month basic salary ceiling for reimbursement of OPD & purchasing of medical policy for self & dependent family members of regular staff and also provides medical card for taking OPD facility at NISE empaneled hospitals on CGHS rates.

Committee was also informed that NISE does not provide any medical facilities to contractual / Project staff. It was proposed in EC meeting that NISE may provide only medical card to contractual / Project staff without any financial assistance, so that they can avail OPD facilities at NISE empaneled hospitals on CGHS rates. However, no medical reimbursement will be entertained to contractual / project staff against issued medical card.

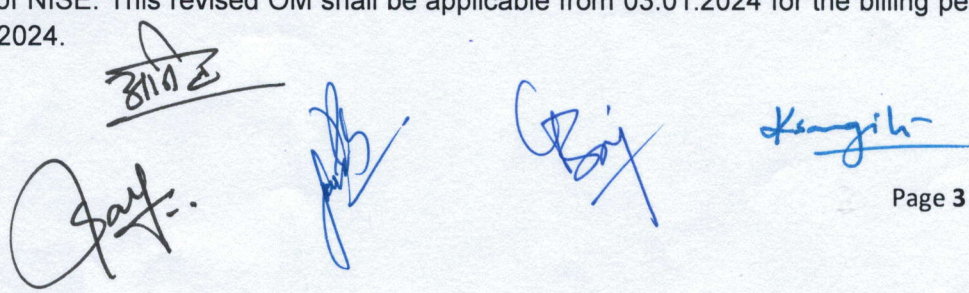
Decision: Executive Committee agreed to the proposal and allowed issuing of Medical card (without any financial assistance) to contractual / project staff of NISE. The committee also recommended that the validity of the medical card should be in alignment with the contract period of the staff. To avoid any misuse of medical card by outsiders, it is also recommended that the medical card need to be returned to NISE when the contractual employee leaves the organization.

Agenda Item No. 3:3 Amendment in existing OM dated 18.03.2021 about telephone/ mobile/ broadband bill reimbursement w.r.t. Assistant Directors & Deputy Directors of NISE.

Member convener apprised EC that NISE is already following 7th pay commission pay matrix salary structure for its regular staff with approval of the administrative ministry i.e. MNRE. Apart from salary, there are various allowances applicable to regular staff like Reimbursement of News Papers, briefcase, mobile/telephone bills, LTC, CEA etc. Likewise, as per DOE guidelines, all Group 'A' officers at the level-12 and above are eligible for reimbursement of telephone/ mobile/ broadband bills as per their entitlement. Group 'A' officers below the level-12 are allowed for such reimbursement subject to restriction of 25% of the sanction strength of Group 'A' officers based on the functional requirements.

NISE being an R&D organization has different subsets of various jobs which includes field inspections, consultancy, outdoor testing, trainings etc. Therefore, there is requirement of mobile/internet facility for all Group A officers. Considering the requirement, the then DG NISE approved the proposal to cover rest of group A officers for monthly mobile reimbursement at the rate of Rs. 800/- plus applicable taxes from revenue budget head of NISE. Accordingly, OM dated 18.03.2021 was issued with name of such officers. Since then some more officers also joined in regular strength of NISE. In order to avail this facility, EC is requested to amend the OM for **Group A officers below Level 12 i.e. Assistant Directors & Deputy Directors** only.

Decision: Executive Committee agreed to amend the existing OM for **Group A officers below Level 12 i.e. Assistant Directors & Deputy Directors** only, for providing reimbursement at uniform rate of Rs. 800/- excluding taxes per Month. The expenditure for this arrangement will be booked from the Revenue budget of NISE. This revised OM shall be applicable from 03.01.2024 for the billing period starting from Jan 2024.

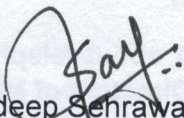



Agenda Item No. 3.4 Amendment in existing NISE medical policy for consideration of IPD charges which are denied / not covered by insurance company for reimbursement within the OPD ceiling of individual staff.

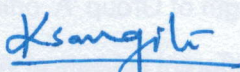
Member convener apprised EC that various medical claims have been received in Admin division where the nature of treatment/ minor surgery is through IPD mode in various Hospitals. Even various cases of medical treatments/ surgery of 2-3 hours of duration where issued Bills are designated as IPD. As of now there are three (03) such claims pending with Admin division. Such IPD claims of NISE officials are being submitted by individuals under their OPD ceiling as such treatments are not covered/ denied by their insurance provider. It is proposed that any IPD claims that are denied /not covered by insurance provider may be allowed to be reimbursed from their OPD Claim Limits. These claims will only be processed after submission of relevant declaration for No-Dual Claim by Individual.

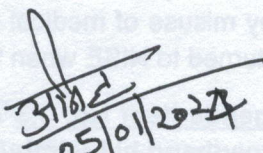
Decision: Executive Committee agreed to above proposal and directed admin division to amend the existing OM for allowing IPD claims to be reimbursed from their OPD Claim Limits, provided that the total claims (OPD+Insurance +IPD) are within the ceiling of one-month basic salary in a F.Y.

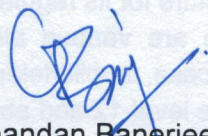
The meeting ended with the Vote of Thanks to the Chair.


(Sandeep Sehrawat)
Member Convener


(Dr. Jai Prakash)
Member


(Dr. Sangita M. Kasture)
Chairman


31/10/24
05/01/2024
(Anil Kumar Yadav)
Member


(Dr. Chandan Banerjee)
Member