



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT.

MINUTES

Minutes of 41st Finance Committee meeting of the Sardar Vallabhbhai National Institute of Technology, Surat held on Tuesday, 29th June, 2021 at 10:30 a.m. in the Conference Room of Sardar Vallabhbhai National Institute of Technology, Surat.

1. **Dr. S.R. Gandhi** : Chairman
Director, SVNIT, Surat
2. **Mrs. Darshna Dabral** : Member
JS & FA (IFD), Ministry of Education
Govt. of India, New Delhi
(Present through VC/OAEM)
3. **Shri Mrutyunjay Behera** : Member
Economic Adviser (HE), Ministry of
Education, Govt. of India, New Delhi
(Present through VC/OAEM)
4. **Dr. R. A. Christian** : Member
Professor, CED,
SVNIT, Surat
5. **Dr. P. V. Bhale** : Member
Associate Professor, MED
SVNIT, Surat
6. **Dr. P. L. Patel** : Special Invitee
Deputy Director, SVNIT Surat
(Present through VC/OAEM)
7. **Dr. P.V. Timbadiya** : Special Invitee
Prof. I/C. Finance & Accounts
Asso. Prof., CED, SVNIT Surat
8. **Dr. Pramod Mathur** : Member Secretary
Registrar, SVNIT, Surat

Pramod
7/7/2021

Dr P.V. Timbadiya PIC (Finance & Accounts) was invited to present the matters related to Finance & Accounts and Dr. S. R Arkatkar, Associate Dean (Planning & Development) was invited to attend the meeting to present the matters related to the Estate & Store Section.

At the outset, the Director and Chairman Finance Committee extended warm welcome to all the members present, particularly the representatives from the Ministry of Education, Mrs. Darshna Dabral, JS & FA (IFD) and Shri Mrutyunjay Behera, Economic Adviser (HE) and other Members/ Invitees. The Members expressed the gratitude and condolence for sad demise of Shri Madan Mohan, Former ADG (HE), Ministry of Education, GoI who passed away due to critical illness. His immense contributions to the NIT System as well as to SVNIT Surat were remembered and appreciated. He expressed that in spite of COVID situation, the construction and maintenance works on the campus has been going on. However, due to the second wave, the availability of laborers and material slowed down the progress. In the Diamond Jubilee celebrations, the Institute has carried out several renovations/ replacements.

The work has just started for the excavation of foundation for the new 500 seat boys hostel and for the remaining 4 projects (Administration building, residential towers and two lecture halls), the tender is being finalized by CPWD. I am very happy to inform the board members that our Honorable Education Minister Shri Ramesh Pokhriyal 'Nishank' has kindly agreed to lay the foundation stone for the above projects on 9th July 2021. He requested all members to participate during the event. Thereafter, the member secretary was requested to go through the agenda items.

Item 41.01: To confirm the minutes of the 40th meeting of the Finance Committee held on 26/03/2021.

Reso 41.01: The minutes of the 40th Finance Committee was circulated to all the members of the Finance Committee and no comments were received from any member. Therefore, it was:

“Resolved to confirm the minutes of the 40th Meeting of the Finance Committee held on 26/03/2021 after incorporating comments of IFD.”


7/7/2021

Item 41.02: To note and approve the action taken on the resolutions adopted by the Finance Committee in its 40th meeting held on 26/03/2021.

Reso 41.02: While discussing the action taken on the item no 40.08 the Ministry representative advised to explore possibility for signing of MoU with IIT Gandhinagar to access their library online resources with SVNIT Surat be explored. Further, Ministry representative clarified that, for any original and minor work more than Rs.30 Lakhs, on the basis of recommendations of Building works committee, the Director of the Institute can approve such work up to Rs. 50 Lakhs, and any such expenditure more than Rs.50 Lakhs, the permission of Finance Committee/BoG of the Institute is required.

“Resolved to note and approve the action taken on the resolutions adopted by the Finance Committee in its 40th meeting held on 26/03/2021 with above suggestions and clarifications.”

Item: 41.03 To consider and recommend to Board of Governors to grant administrative approval for procurement of 293 Nos. of Desktop PCs for various Departments/ Sections.

Reso 41.03: The Committee was briefed that, Institute has received requests for procurement of Desktop PCs from Civil Engineering Department (33 Nos.), Computer Engineering Department (260 Nos.) for laboratories of the concerned Departments for the use of UG, PG & PhD Students as the existing desktop PCs were purchased long back and they do not support the latest software required for experiment. Committee also discussed the total No. of Computer/Desktop at present. The Ministry representative advised that, while initiating such proposals before Finance Committee, the institute authorities should indicate the status of Inventory/ stock of the indented item from the stock register, status of obsolete indented item, need & detailed justification, sources of fund alongwith availability of fund in respective head. The institute should rationalise the requirement for all departments. It was advised that considering the current COVID 19 Pandemic situation at present, the institute may procure 50% of above items. After deliberations, it was :


7/7/2021

“Resolved to recommend to Board of Governors to grant administrative approval for procurement of 163 Nos. of Desktop PCs (33 for CED and 50% of 260 for COED) at the estimated cost of Rs.1,30,25,700.00/- (Rupees One Crore thirty lakhs twenty-five thousand and seven hundred) including all tax. The procurement should be made through GeM with detailed specifications/ software required and relevant entries all procured items in the stock register be made”.

“Further resolved to scrap the obsolete desktop/computers as per the Govt. guidelines of E-waste. It is suggested to donate some of the repairable Desktop/PCs to Govt. schools/ Municipal school.”

Item 41.4 **To note the Minutes of the 71st meeting of the Building & Works committee meeting held on 15/06/2021.**

Reso 41.4: “Resolved to note the Minutes of the 71st Meeting of the Building & Works Committee meeting held on 15/06/2021 as per Statues 12(5) of NIT Act”.

Item: 41.5 **To consider and recommend to the Board of Governors to approve the work for the “Special Repairs and External Colour work for Various Buildings (old) at SVNIT Campus, Surat” (Estimated cost of Rs.5,91,91,321/-) through CPWD.**

Reso. 41.5: The Committee was briefed that the Core Committee for Diamond Jubilee vide resolution dated 19.03.2021, resolved to undertake special repair and colour works for old academic buildings such as EED, MED, ChED, CCC, CoED, etc. in the campus. The existing old academic buildings were constructed 40 years back, and considerable repair work as well as colour work is warranted for these old buildings. During the visits, it was observed that there are structural distresses at several locations and considerable deterioration in these departments and other buildings, which needs immediate structural repairs and rehabilitation with suitable treatments. Accordingly, an estimate was prepared by the Institute based on DSR 2018, SOR 2015-16. The Institute sought the preliminary cum detailed estimate from CPWD, which is awaited. The CPWD

in principle accepted for taking up the said work vide their letter no. 26(1)/EE/SURAT/2021-22/101 dated 28/06/2021. After careful consideration of all the relevant aspects, following resolution was adopted;

"Resolved to recommend to the Board of Governors to give Administrative approval/sanction for the said work of special repairs and External Colour work of identified departments to be executed by CPWD for Rs. 5,91,91,321 (Rs. Five crores ninety one lakhs ninety one thousand and three hundred twenty one only) excluding EPI + ESIC@11.9 % + contingency@ 3%."

"Also, it is resolved to combine the above-mentioned work with the work of 'Toilet Block Renovation works in various building in SVNIT Campus, Surat (Resolution 41.6)' as a single tender to have wide participation from competent contractor(s) in the tendering process. As the item pertains to major repairs & value additions, the expenditure be met from OH-35 subject to availability of fund."

Item 41.6: To consider and recommend to Finance Committee and Board of Governors to approve the work for "Toilet Block Renovation works in Various Building in SVNIT Campus, Surat" for the estimated cost of Rs.88,70,300/- through CPWD

Reso 41.6: The Committee was briefed that the Core Committee for Diamond Jubilee in its meeting held on 19.03.2021 resolved to undertake renovation of all toilet blocks in the old academic buildings, EED, MED, ChED, CCC, CoED, etc. in the campus. Since, the toilets in the existing old academic buildings are also deteriorated, a considerable repair works as well as color work is warranted in these toilet blocks of the old buildings. During the visits, it was observed that there are severe leakages and structural distresses at some locations in these toilets, which consequently lead to unhygienic conditions. This warrants to take up immediate repairs, water proofing, and color works with suitable treatments. Accordingly, the estimate was prepared by the Institute based on DSR 2018, SOR 2015-16 rate. The CPWD, in principle, accepted in taking up the said


7/7/2021

work vide letter no 26(1)/EE/SURAT/2021-22/101 dated 28/06/2021. After careful consideration of all the relevant aspects, it was:

"Resolved to recommend to the Board of Governors to give administrative approval/sanction for the said work of repairs, waterproofing and color works in the identified toilet blocks of the old academic department buildings through CPWD for Rs.88,70,300/- (Rupees Eight Eighty Lakhs Seventy Thousand and Three Hundred Only) (excluding EPF, ESIC (@11.9% and contingency charges @3%)."

"Also, it is resolved to advise to explore combining the above-mentioned work with the work of Special Repairs and External Colour work for various buildings (old) at SVNIT Campus, Surat (Resolution 41.5) as a single tender by CPWD to have wide participation from the competent contractor(s) in the tendering process."

"Resolved to recommend to the Board of Governors to combined this work with item 41.5 of these FC meeting. As the item be a major repair & value addition, the expenditure be met from OH-35 subject to availability of fund."

Item: 41.7 To consider and recommend to Finance Committee and Board of Governors to approve the work of "Annual Electrical Operation and Maintenance Contract (I.T AMC) for SVNIT campus, Surat" at Estimated cost of Rs.1,58,38,341/- (Including Provident Fund @ 12% with Admin Charges @ 1% to the Manpower as per prevailing rate of GOI, GST on wages @ 18%, and One Time Workman Compensation Policy).

Reso41.7: The Committee was briefed that existing Annual Electrical Operation and Maintenance Contract (LT AMC) for SVNIT campus, Surat was awarded to M/s. Vijay Chandulal Patel, Surat at the total cost of Rs.93,93,105.00, which is going to expire on 30/06/2021. To initiate the process for the LT AMC services immediately, an estimate has been prepared based on CPWD DSR (E&M) 2018 rates, and wherever the items are not available in CPWD DSR (E&M) 2018, were considered from revised GSOR 2019-20/Market Rates. The total estimated cost for the above work including minimum wages is Rs.



1,58,38,341/- which is prepared by Estate Section of the institute. During deliberations, the Ministry representative advised that the requirement of work should be rationalized considering present COVID 19 Pandemic in the country. Accordingly, scope of work should be seen before finalizing the bid. The complete procurement process, as customized bid, be accomplished through GeM Portal for getting the work/ services for the above item. The Manual for work procurement of Government of India to be followed. After deliberation it was:

“Resolved to recommend to the Board of Governors to approve the work of Annual Electrical Operation and Maintenance Contract (LT AMC) for SVNIT campus, Surat with an estimated cost of Rs.1,58,38,341/- (Rupees One crore Fifty Eight lakh Thirty Eight thousand Three hundred and Forty One only) [Including Provident Fund @ 12% with Admin Charges @ 1% to the manpower as per prevailing rate of GOI, GST on wages @ 18%, and One time workman’s compensation policy to be executed by the institute following the prescribed Govt. of India Tendering procedure). The scope of work be revisited before finalizing the bid. The expenditure be met from OH-31 subject to availability of fund. The work be carried out by the Institute following the provisions of Manual for work procurement/ GFR 2017.”

Item: 41.8 To consider and approve the proposal for the “Extension of Existing Annual Electrical Operation and Maintenance Contract (LT AMC) for SVNIT campus, Surat” at Estimated cost of Rs.23,48,276/- (Excluding GST, EPF, Workman Compensation Policy, and Profit).

Reso41.8: The Committee was briefed that existing Annual Electrical Operation and Maintenance Contract (LT AMC) for SVNIT campus, Surat was awarded to M/s. Vijay Chandulal Patel, Surat vide work order no. Estate/Elect/16/2020-21/366, dtd.: 26/06/2020 at the total cost of Rs.93,93,105.00, which is going to expire on 30/06/2021. The process is being initiated by the institute for tendering of the LT AMC services for the next year. Since, the tendering process takes at least 2 to 3 months to complete, it was proposed to extend the


7/7/2021

present contract by 3 months (01/07/2021 to 30/09/2021). The existing LT AMC contractor, M/s. Vijay Chandulal Patel, Surat has given his consent vide its letter no. vcp/scem/18, dtd.: 27/04/2021, to continue the contract for the further 3-6 months with the same rate and terms and conditions as mentioned in the original work order no.: Estate/Elect/16/2020-21/366, dtd.:26/06/2020. In view of this, it is recommended for extending the aforesaid LT AMC of M/s. Vijay Chandulal Patel, Surat for the period from 01/07/2021 to 30/09/2021 or till the finalization of date of AMC proposal, whichever is earlier. Since the rate, terms & conditions of this extension will be the same as the original work order, the estimated cost of LT AMC extension for 3 months is Rs. 23,48,276.00 (Rs. Twenty-three lakhs forty-eight thousand and two hundred seventy-six only) excluding GST, EPF, Workman Compensation Policy, and Profit. After careful consideration of all the relevant aspects, it was:

“Resolved to recommend to the Board of Governors to approve the expenditure for the extension up to 3 months (1/7/2021 to 30/9/2021) or till award of new tender, whichever is earlier for the existing work of Electrical Operation and Maintenance Contract (LT AMC) for SVNIT campus Surat (Ref. Estate/Elect/16/2020-21/366, dtd.:26/06/2020), with an estimated cost of Rs.23,48,276/- (Rupees Twenty Three lakh Forty Eight thousand Two hundred and Seventy Six only) Excluding GST, EPF, Workman Compensation Policy, and Profit, to be executed by the institute following prescribed procedure. The expenditure be met from OH-31 by the Institute subject to availability of funds.”

“Further resolved to recommend to the Board and confirm above resolution in the present meeting itself”.

“Further resolved to recommend to the Board of Governors to empower the Director of the Institute to approve for issue of work order.”


7/7/2021

Item: 41.9 To consider and approve the work of Renovation, up-gradation and repairing of student rooms, Construction of 02 Nos. toilet block and other miscellaneous works in Hostel Building (Old Wings of Gajjar Bhavan) at SVNIT Campus, Surat for the Estimated Cost of Rs.4,19,52,136/-through CPWD.

Reso 41.9: The Committee was briefed that, during 39th meeting of Finance Committee held on 23/11/2020 vide resolution No.39.12 the above matter was discussed and it was resolved to recommend to the Board to cancel the work of Renovation, up-gradation and repairing of 96 Nos. of student rooms and toilet block and others miscellaneous works in Hostel Building of Gajjar Bhavan entrusted to CPWD and to demolish old wing for better ventilation and fire safety. It was also decided to put separate new proposal for conversion and renovation into Boys Hostel of 6 nos. of existing Hall into 74 rooms (156 seats) and adding additional toilet blocks and amenities in Gajjar Bhavan hostel-4 at SVNIT, Surat through CPWD. Accordingly, the Institute has requested CPWD to take up the fresh proposal vide letter no. Estate/397/2020-21, Dt.21/12/2020. In response, the CPWD has submitted the fresh preliminary cum detailed estimate of Rs. 4,19,52,136/-. It was observed that the estimate for construction of 2 Nos. Additional Toilet Block is Preliminary Estimate of Rs. 1,72,43,480/- which should be detailed one. During deliberation, the Ministry representative advised that in future before taking any new proposal, the Institute should prepare five years plan for all ongoing/approved construction activities, Renovation & Major repair works required, repair & maintenance, HEFA projects indicating total liabilities of the Institute for the same, availability of funds, and status of settlement of works. After consideration of all the relevant aspects, it was:

“Resolved to recommend to Board of Governors for administrative approval/ expenditure sanction for the work of Renovation, up-gradation and repairing of student rooms, Construction of 02 Nos. toilet block and other miscellaneous works in Hostel Building of Gajjar Bhavan at SVNIT Campus, Surat based on


7/7/2021

the preliminary-cum-detailed estimate of Rs.4,19,52,136/- (Rupees Four Crore Nineteen lakh Fifty-Two thousand One hundred and Thirty-Six only). The estimate (including contingencies and ESI & EPF) is prepared using CPWD specifications of 2019, DSR 2019/PAR2020 for the civil works and DSR 2018 for (E&M) for electrical works and market rates. It is also resolved that the work be executed by CPWD. The expenditure be met under Renovation of Building (OH-35) subject to availability of adequate fund in the respective year”.

Item 41.10: To consider and recommend to Board to approve Annual Accounts of the Institute for the year 2020-21.

Reso41.10: The annual accounts of the institute for the year 2020-21 were placed before the Committee. The committee deliberated different schedules of the Annual Accounts of the Institute at length. Further, it was informed that the accounts have been compiled and verified by the C&AG empaneled Chartered Accountants M/s Todi Tulsyan and Company, Surat. In the Annual Accounts of the F.Y. 2020-21, settlement for pending Bank Reconciliation has been made for State Bank of India Current Account No.10023050019 as per the report of Chartered Accountant, Shri Vishal Lodhka of M/s Agrawal & Lodhka & Co. dated March 28, 2021. After deliberations it was:

“Resolved to recommend to the Board of Governors to approve Annual Accounts of the Institute for Financial Year 2020-21.”

“Further, resolved to recommend to the Board of Governors that the aforementioned resolution be confirmed in the present meeting itself.”

The Finance Committee advised the Institute to send the Annual Accounts of the institute for Financial Year 2020-21 to the Office of Principal Director of Audit (Central), Indian Audit &Accounts Department, Ahmedabad at the earliest.


Item:41.11 Item from Chair:

To consider and recommend to the Board for appointment of CAG empanelled Chartered Account firm M/S P.K. Chairania & Associates, Surat for Pre Audit (Internal Audit) and Allied Services of Institute for financial year 2021-22 as per GFR-2017.

It was informed to the Committee that the pre-audit (Internal Audit) and allied services of the institute were carried out by M/S Todi Tulsyan & Co., Chartered Accountant since 2017-18. As per discussions held in the 37th Finance Committee Meeting it was advised to initiate action for appointment of another firm from 2021-22 as the said firm has already completed 3 years for the same. Accordingly, the institute initiated action for appointment of CAG empanelled Chartered Account firm for Pre Audit (Internal Audit) and Allied Services of Institute for financial year 2021-22 including scope of the work, terms and conditions. As per provisions of GFR-2017, the committee constituted for the purpose, has recommended for appointment of M/s P.K.Chairania & Associates, Chartered Accountants, Surat being lowest quoted firm for the Pre Audit (Internal Audit) and Allied Services of Institute for financial year 2021-22 at a cost of Rs. 2,45,000/- (Rs. Two Lakh Forty Five Thousand only) plus applicable GST (presently 18%). It was informed that the said firm is empanelled with C&AG. After deliberations, the committee:


"Resolved to recommend the Board of Governors of the institute to approve appointment of CAG empanelled Chartered Account M/s. P. K. Chairania & Associates, Surat for the Pre Audit (Internal Audit) and Allied Services of the Institute for the financial year 2021-22 at a cost of Rs. 2,45,000/- (Rs. Two Lakh Forty Five Thousand only) plus applicable GST (presently 18%)."

The meeting ended with vote of thanks to the Chair.


7/7/21
**MEMBER SECRETARY
FINANCE COMMITTEE
SVNIT, SURAT**

कॉन्फिर्म
CONFIRMED


7/8/21
**अध्यक्ष/CHAIRMAN
वित्त समिति
FINANCE COMMITTEE**


7/7/21
**CHAIRMAN
FINANCE COMMITTEE
SVNIT, SURAT**