

Govt. of NCT of Delhi
Department of Information Technology
9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi

No G10(135)/2009/IT/1402-05

Dated 9/2/10

ORDER

- Sub:** (A) Guidelines for procurement of Computer Hardware, Software and Computer Accessories etc.
(B) Delegation of Financial Powers & concurrence of Information Technology/Finance Departments
(C) Guidelines for condemnation and disposal of IT equipments.

- Ref.** 1. Cabinet Decision no. 1382 dated 08-04-2008
2. Cabinet Decision no. 1585 dated 03-11-2009

I. These guidelines will be applicable to:

- All Government Departments under Government of NCT of Delhi
- All Autonomous Bodies/Local Bodies/Corporations under Government of NCT of Delhi
- All PSUs under Govt. of NCT of Delhi.

(A). Guidelines for procurement of Computer Hardware, Software and Computer Accessories etc.

As per the approval of procurement policy for purchase of computer hardware, software and accessories, by Council of Ministers, Government of NCT of Delhi, Pr. Secretaries/Secretaries (as Heads of Departments) are allowed to purchase computer hardware, software and accessories from any of the following Agencies:

- (a) Directorate General of Supplies & Disposals, Government of India (DGS&D) against DGS&D rate contract after following the conditions suggested by them. Copy of letter from DGS&D mentioning the procedure for procurement is placed as Annexure-I. The details of contact person of DGS&D are as under: -

Name: Sh. G P Singh, Assistant Director (IT-1), DGS&D
Address: Jeevan Tara Building, 5, Parliament Street,
New Delhi-110001.
Tel Number: 23340497

- (b) National Informatics Centre Services Inc (NICSI). Departments can place order to NICSI along with the NICSI service charges as per

existing provisions. The details of contact person of NICSI are as under:

Name: Mr. Vaibhav Agarwal, Manager, NICSI
Address: Hall No.6, NBCC Towers, 15 Bhikaji Cama Place,
New Delhi-110066
Tel. Number: 26105054/Extn. 118.

(c) M/s Intelligent Communication Systems India Ltd. (ICSIL), a subsidiary company of Delhi State Industrial & Infrastructure Development Corporation Ltd (DSIIDC) on following conditions: -

- i) Advance payment – 80% alongwith the confirmed Order (excluding taxes and administrative charges of ICSIL)
- ii) Time of Delivery – Six weeks from receipt of Order alongwith advance payment of 80%.
- iii) Balance Payment – Administrative Charges of ICSIL, taxes & Balance Payment of 20% after full delivery and *installation* as per the Order and settlement of penalty.
- iv) Service Charge – *5% of the total Order value* + service tax. as applicable.
- v) Penalties:

I) Delay in case of installation of hardware

The hardware shall be installed within 2 working days from the date of supply of hardware. In case there is delay in installation of the Hardware beyond 2 working days, a penalty @ Rs. 100/- per day subject to a maximum of 2% (Two percent) of the purchase order value may be imposed by the Department.

II) Delay in delivery of hardware

In case of delay in the delivery schedule beyond 6 weeks from the date of receipt of order will attract a penalty @ 0.25% of total work order per day maximum upto 10% of total work order.

III) All penalties will be passed to indenting Departments in final bills raised by ICSIL. The Accounts Functionaries of the Department may verify the calculation amount of penalty.

The details of contact person of ICSIL are as under: -

Name : Sh. Jasneet, General Manager, ICSIL
Address : DSIIDC Admn. Block, First Floor , C- Block,
Okhla Industrial Area-I,
New Delhi-110020.
Tel Number : 011-26810347, 26830338
Fax No. : 011-26929051
E-mail : info@icsil.in

(d) From **Open Market** as per GFR, after fulfilling the following conditions: -

1. The procurement shall be done after following all formalities as per GFR by concerned Departments.
2. Only those hardware and accessories will be procured from open market whose specifications are given in DGS&D or NICS I rate contract. The rate contracts are available at respective websites of DGS&D and NICS I.
3. In case specifications of hardware or accessories are different from DGS&D or NICS I or the items are not available with them, Departments have to record reasons in writing and shall be required to take prior approval of Department of IT, GNCTD.
4. All the purchases of hardware and software from open market shall have to be done through e-procurement platform of Department of IT, GNCTD. For e-procurement details, Departments may contact Superintendent (Projects), Department of IT, Delhi Secretariat. Tel. No. 23392457.

(B) Delegation of Financial Powers & concurrence of Finance and Information Technology Departments, Govt. of Delhi.

1. The financial powers of all Pr. Secretaries/Secretaries (as Heads of Departments) for purchase of computer hardware, software and accessories are hereby **restricted to financial powers already delegated by Finance Department, Govt. of Delhi i.e Rs. 2.5 Lacs per annum.**
2. The proposal of the Department, once technically cleared by Department of Information Technology, Govt. of NCT of Delhi will be forwarded to **Finance Department** for obtaining financial approval before any Order is placed by the concerned Departments, in each case.

3. The Departments will have to furnish the details alongwith proposals in a consolidated manner for technical clearance from Department of Information Technology, Delhi Secretariat, GNCTD as enclosed at Annexure –II.
4. Due precaution should be taken by Departments while submitting their proposals for purchase of Laptops and the same will be approved on case-to-case/need basis.

(C) Guidelines for condemnation and disposal of IT equipments.

The Guidelines for Condemnation and Disposal of IT equipments as communicated in Circular No. F.1(29)/2004/IT/4958-76 dated 08-10-07 will remain the same. The Circular dated 08-10-07 is enclosed as Annexure-III for ready reference. All the proposals for purchase against condemnation should be accompanied by the approval of the Condemnation Committee of the concerned department.

- II. This issues with the prior approval of Finance Department, Govt. of Delhi vide U.O No.317/Budget dated 04/02/2010.


(SAVITUR PRASAD)
SECRETARY (I.T.)

Copy to :-

1. All Pr. Secretaries/Secretaries/HOD, Govt. of NCT of Delhi
2. Chairman/MDs of PSUs, Govt. of NCT of Delhi
3. All Head of Local Bodies/Autonomous Bodies/Corporations, Govt. of NCT of Delhi
4. All Secretaries to the Hon'ble Ministers, Delhi Secretariat, GNCTD.
5. OSD to Chief Secretary, Delhi Secretariat, GNCTD
6. PS to Pr. Secretary to Chief Minister, Delhi Secretariat, GNCTD.
7. SIO (NIC), Delhi Secretariat, GNCTD
8. PS to Pr. Secretary to Hon'ble L.G., Raj Niwas, GNCTD.
9. Managing Director, NICS
10. Managing Director, ICSIL
11. Director General, DGS&D

ANNEXURE-I

**Government of India,
DEPARTMENT OF COMMERCE
DIRECTORATE GENERAL OF SUPPLIES AND
DISPOSALS,
JEEVAN TARA, 5 SANSAD MARG,
NEW DELHI-110001.**

No.DS(IT)/Misc/2007

Dated:-20.7.2007

To

The Deputy Secretary (IT)
Govt. of NCT of Delhi,
Department of Information Technology,
9th Level, B-Wing,
Delhi Secretariat, IP Estate,
New Delhi-110002.

(Kind attention: Shri Deepak Virmani)

Subject:-Meeting Notice.

This has reference to your meeting notice No.F.19)3)/2000/IT/3475-76 dated 19.7.2007 for attending the meeting on 26.7.2007 along with reply on the two issues mentioned therein. Our comments on the said issues are as under:-

(i) For procurement of the stores against DGS&D Rate contract, you are required to furnish an indent in form No.DGS&D-86 along with demand draft covering the cost of the stores and 1.2% departmental charges on the cost of the stores and service tax@12.36% on departmental charges. On receipt of the indent, DGS&D will place supply order on the firm (s) recommended by you in the indent.

As per DGS&D manual, there is no provision for placing direct/referral order by any departmental against DGS&D rate contract. Further, in case of placement of direct/referral order, DGS&D shall not in any way be responsible for ensuring supply, quality of stores and rendering of warranty support by the firm.

(ii) As per DGS&D manual, the indenter has the choice to select any Vendor among the rate contract holding firms and as such, we have no objection for selecting a few reputed suppliers for awarding of the contract. It may be relevant to mention that the stores against the rate contract are duly inspected by our Quality Assurance Officer at the firm's factory prior to dispatch of the stores, as such, the quality of the stores is fully ensured.

Sd/-
(V.P.Gupta)
DIRECTOR OF SUPPLIES

Annexure - II

Government of NCT of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002


No. F.3.(3)/2006/IT/6051-65 Dated:- 30/9/09

CIRCULAR

Sub: **Guidelines for procurement of Computer Hardware, Software and Computer Accessories etc.**

Ref: Department of Information Technology, Govt. of NCT of Delhi Circular No.F.10(6)/2005/IT/3139-68 dated 24.7.2008.

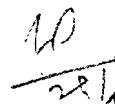
1. In continuation of Circular No. No.F.10(6)/2005/IT/3139-68 dated 24.7.2008 issued by Department of Information Technology, Govt. of NCT of Delhi, a check list has been prepared to ensure timely clearance of the projects in TEC meeting. •
2. It is requested that proposals may be sent along with the check-list enclosed.


(Savitir Prasad)
Secretary (IT)

No. F.3.(3)/2006/IT/6051-65 Dated:- 30/9/09

Copy to:-

- 1) All Pr.Secretaries/Secretaries/HODS of Govt. of NCT of Delhi.
- 2) Pr.Secretary to Hon'ble Lt. Governor, Delhi.
- 3) Chairman/MDs of PSUs, Govt. of NCT of Delhi.
- 4) All Heads of Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi.
- 5) All Secretaries to the Hon'ble Ministers, Delhi Sectt. New Delhi.
- 6) OSD to Chief Secretary, Delhi.
- 7) SIO, NIC, Delhi Sectt, New Delhi.


(Savitir Prasad)
Secretary (IT)

6/c

Checklist *

1(a) Technical details of the proposal

1.	Brief of the proposal	
2.	Type of proposed technology (in brief)	
3.	Name of Software Application	
4.	Whether system study conducted ?	Yes/No
5.	Whether LAN exists or not?	Yes/No
5(a)	If yes, number of LAN points with diagram	

1(b)

Hardware		Existing	Proposed	Reasons for requirement
(i)	PCs			
(ii)	Servers			
(iii)	Printers			
(iv)	Laptops			
Software				
(i)				
(ii)				
Manpower				
(i)				
(ii)				

*** Fill appropriate/relevant columns**

2. Financial details of the proposal

1.	Total cost of the project	
2.	Whether Budgetary provision exists. If yes, mention Head with amount.	Yes/No
3.	Whether file has been approved by the Internal Accounts Division [Finance wing of the department]	Yes/No
4.	Whether the proposal is approved by Pr.Secretary/Secretary concerned as per Delegation of Powers	Yes/No

3. Administrative details of the proposal

1.	(i)	Whether stock entry has been regularly ensured for all previous purchase's.	Yes/No
	(ii)	When was the last stock-taking carried out?	
	(iii)	When were the last stock condemnation carried out	

4. Additional details for Procurement of Laptops

1.	i)	Officer's for whom the Laptop is required	
	ii)	Whether the officer is entitled for Laptop	Yes/No
2.		Number of Laptops proposed in the proposal	
3.		Status of Laptops purchased during the past five years	
4.		Justification for the proposal	
5.		Whether Budget provision for the same exist in current financial year	

Govt. of N.C.T. of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B - Wing, Delhi Secretariat,
I.P. Estate, New Delhi - 110002

NoF. 1(29)/2004/IT/4958-76

Dated:08/10/07

CIRCULAR

1. Subject: Guidelines for condemnation & disposal of IT Equipments.

The IT equipments will include the following items:

- Servers
- PCs
- Dumb Terminals
- Printers
- UPS
- Laptop
- Package Software
- Technical books and manuals pertaining to Hardware and Software being condemned.
- Data Communication Equipment

2. Applicable to:

- All Government departments under Govt of NCT of Delhi
- All autonomous bodies/local bodies under Govt of NCT of Delhi
- All PSU's Under Govt. of NCT of Delhi

3. Grounds for condemnation:

The IT equipments can be condemned on following grounds:

- Technically obsolete:
 - Hardware / Data Communication Equipment/ Package Software which has been used for atleast five years **and they are not in working condition.**
- Beyond economical repair: When repair cost is considered too high after looking at the current value (taking depreciation into account), and the age of the equipment. Such cases should be sent to I. T. Department and Finance Department for concurrence/approval.
- Equipment that has been damaged due to fire or any other reason. Such cases shall be sent to Department of I.T. and Finance Department for concurrence/approval.

Contd.

4. Disposal:

Such equipments shall be disposed off strictly following the procedure as laid down in Rule 196 to 201 of GFR 2005

Once the equipment has been condemned it should be removed from office use and kept in the area allocated for scrapped equipments.

Department will also ensure removal of service and inventory labels from such equipments. All data including operating system must be removed after taking proper backup.

5. Responsibility of Department:

- 5.1. Each unit of department will prepare equipment condemnation note which should be individually numbered having equipment description, including the make, model, serial number, asset register number, purchase date, purchase price, reason for condemnation and additional information, if any.
 - 5.2. Department will constitute a condemnation committee which will review the condemnation notes and decide about the condemnation of equipments as per guidelines given above. The committee should have at least one member having IT background.
 - 5.3. All procedure and rules of the government on maintenance of records for condemnation of non-consumables items will be adhered to in these cases.
 - 5.4. The condemnation report so prepared by the department based on these guidelines shall be sent to I.T. Department for approval. The condemnation will be done only after approval is obtained from IT department. To avoid piece-meal approach, all cases of a department may be processed twice in a year during the months of May-June and Nov.- Dec.
6. This issues with the approval of Finance department UO number 48373/Fin. B dated 04/06/2007.

Sd/-
(Rajendra Kumar)
Secretary (IT)

Copy for information to: -

- All HODs / Secretaries / Pr. Secretaries
- Chairman /MDs of PSUs
- All head of local bodies/autonomous bodies
- All Secretaries to the Ministers
- OSD to Chief Secretary
- Secretary to L.G.