

GOVERNMENT OF PONDICHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY
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No.652/DIT/D1/2017/55

Puducherry, dated 27.04.2017

CIRCULAR

Sub: Purchase of computers, accessories and consumables - Reg.

Ref: 1. Circular No.G.17014/2/F3/2002, dated 30.1.2002 of the Finance Department, Puducherry.
2. This Directorate's previous Circulars of even number, dated 22.11.2005, 12.2.2007, 1.12.2010 and 21.1.2014.
3. This Directorate's Standing Orders Circular No.652/DIT/D1/2011/2075, dated 18.7.2013.
(above circulars are available in this Directorate's website <http://dit.py.gov.in> under "Guidelines for Purchase and AMC")

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Procurement of computers and accessories by the Departments of this Administration may strictly follow GFR 2017 procedures and guidelines. The technical configuration of equipments for regular usage is presented in Annexure. Departments may choose the appropriate procurement process in GFR 2017 and procure the necessary equipments from DGS&D, NICSI or GeM (GeM purchases only through online in GeM portal and no referral orders), subject to the configuration given in the Annexure. Procurement of I.T. hardware as listed in Annexure through DGS&D, NICSI or GeM, complying GRF 2017, need not be referred to this Directorate for RRC/approval.

2. Items procured through direct DGS&D/NICSI may not require inspection certificate, as those equipments will be subjected to detailed inspections by the respective agencies prior to despatch.

3. Earlier, this Directorate has suggested replacing the existing I.T. Hardware, except Servers, exceeding seven years of life, under buy-back scheme. Since buy-back scheme cannot be implemented in the purchases through NICSI RC and GeM, to avoid environmental hazards of e-waste, the Departments are suggested to condemn the items through auction, as per the guidelines of the Puducherry Pollution Control, complying e-Waste (Management) Rules, 2016 of the Govt. of India. Departments may not send a proposal to this Directorate to approve condemnation of the items exceeding seven years of life.

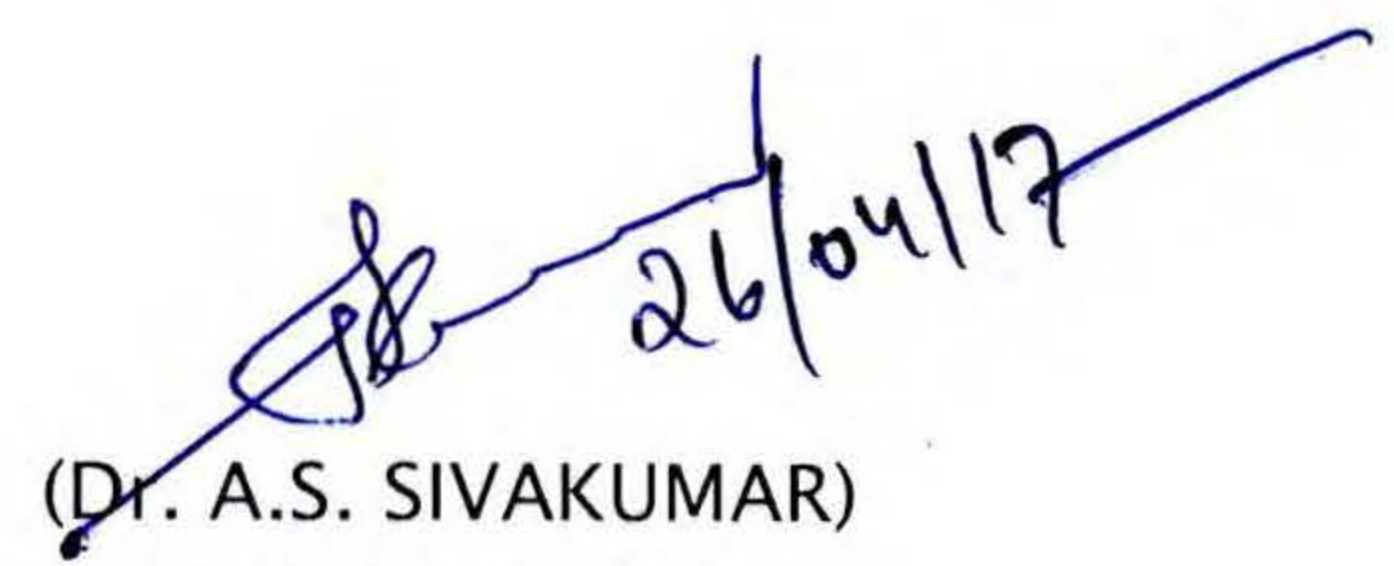
4. Further, it is suggested / recommended to bring all I.T. hardware under A.M.C. in compliance with this Directorate's circular No.1-10/DIT/D2/2004/765, dated 21.12.2004.

5. Purchase of I.T. consumables, such as, toner cartridges, drum unit, assembly unit, fixing sleeve, batteries for Online UPS systems should be made as per the rate contract issued by this Directorate and notified in <http://dit.py.gov.in/computerconsumablesratecontract.html>.

6. For other I.T. consumables (items excluded from the rate contract stated at Para-5 above), such as, pen-drives, CD/DVD media, etc., RRC may not be required, if the procurement process complies with GFR 2017.

7. However, files requiring technical clarification having technical complexities and sizing / actual requirement of equipments for Departmental use and projects may be sent to this Directorate for technical suggestions. However, this Directorate will not issue any RRC in view of the reasons stated above.

// BY ORDER //


(Dr. A.S. SIVAKUMAR)
DIRECTOR (IT)

To

1. All Heads of Departments, Puducherry.
2. The District Collector, Karaikal.
3. The Regional Administrator, Mahe and Yanam.

|| It is requested to communicate a copy of
|| this circular to all the sub-offices under
|| your control.

ANNEXURE

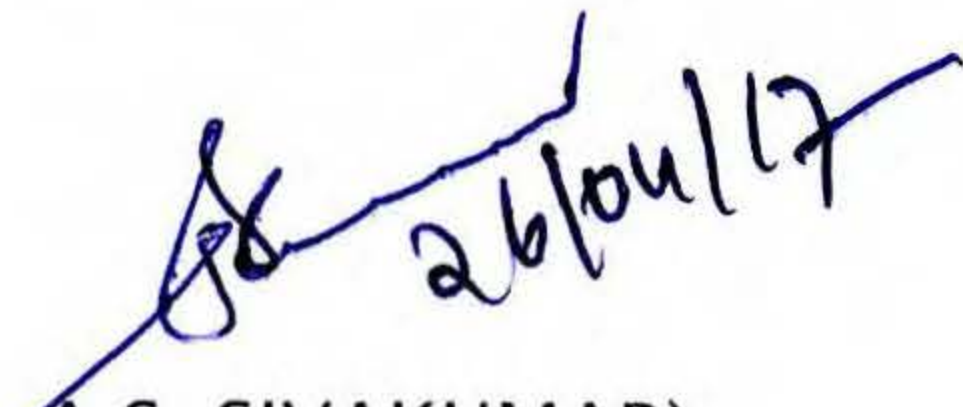
(Circular No.652/DIT/D1/2017/ 55 dated 27.4.2017)

a. Desktop Computers:

Sl. No.	User/ Requirement	Suitable configuration
1	For regular office use, such as, e-Tender, Pay bill, e-Office and other browser based works	Computers with Core i3 configuration; Commercial Series Chipset, Windows Professional Edition OS, Three years warranty, preferably by OEM.
2	Engineering Designers, Developer or Developer Trainee, Application User	Computers with Core i5 configuration; Commercial Series Chipset, Windows Professional Edition OS, Three years warranty, preferably by OEM.

b. Other I.T. Hardware:

Sl.	Item	Configuration
1	Laser Printer	A4, Mono Laser Printers, printing speed up to 25 PPM, with network card, simplex or duplex – as required.
2	Multifunctional Office Machine	A4, Mono Laser Printers, printing speed up to 25 PPM, with network card, simplex or duplex – as required. Faxing feature, for required environment only.
3	Digital Copier	A3, 20 CPM copying speed, 16 MB RAM, 50 sheet bye-pass, 50 to 200% zoom, Networking, Simplex or Duplex, as required. Should not possess hard disk.
4	Online UPS system	Input: 160V-260V, 50 +/-3% Hz Output: 230V +/-1% (with alternative setting for 220V +/-1%) 50 +/-0.5Hz Total harmonics distortion at output : 2% maximum Overall efficiency (minimum) : 90% Over load : UPS shall withstand 20% overload for 10 minutes and 50% overload for one minute. Protections: Over voltage, short circuit, and overload at UPS output terminal. Under voltage at battery terminal. Indicators: (i) Mains presence; (ii) Battery charging and discharging; (iii) Output overload; (iv) Low battery voltage. Digital meters: (i) Input AC voltage; (ii) Output AC Voltage, current and frequency; (iii) Battery voltage and current. Battery bank: UPS shall be supplied with 12 volts SMF VRLA batteries as per JISC: 8702 only. Preferable power backup – 30 minutes power backup. 1 KVA – Minimum 800 VAH 2 KVA – Minimum 1600 VAH 3 KVA – Minimum 2400 VAH 5 KVA – Minimum 4000 VAH


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