CIRCULAR


Ref: This Directorate's previous Circulars of even number, dated 22.11.2005, 12.2.2007, 1.12.2010, 18.7.2013, 21.1.2014 and 27.4.2017 (copy available under "Guidelines for Purchase and AMC" in this Directorate's website http:\dit.py.gov.in)

Government of India has created a one stop Government e-Marketplace (GeM) to facilitate online procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM aims to enhance transparency, efficiency and speed in public procurement. It provides the tools of e-bidding, reverse e-auction and demand aggregation to facilitate the Government users, achieve the best value for their money. Further, the purchases through GeM by Government users have been authorized and made mandatory by Ministry of Finance by adding a new Rule No. 149 in the General Financial Rules, 2017.

2. In regard, this Administration has signed a Memorandum of Understanding on 11.07.2017 with Government e-Marketplace (GeM), Department of Commerce, Ministry of Commerce and Industry, Government of India agreeing for online procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs under this Administration.

3. Accordingly, the Finance Department, Puducherry has instructed all Departments/Offices/ Autonomous Institutions/Boards/Corporations/Societies to procure items, including computer/hardware, software and accessories, mandatorily through GeM, in GeM portal – https://gem.gov.in, in accordance with Rule 149 of GFR 2017, vide I.D. Note/O.M. No.16016/FD/F3/2017, dated 21.07.2017, wherein it has also been stated that in case of non-availability of the required items in the GeM portal, the concerned Head of Department / Head of Office shall place on record, a specific certification that the particular item is not available for procurement in the GeM portal, before resorting to other means of procurement.

4. Further, the Finance Department, Puducherry has also issued the guidelines for procurement in GeM portal, along with FAQs on GeM, vide I.D. No.16016/FD/F3/2017, dated 21.9.2017, wherein User Levels in GeM registration, documents required for registration, direct order placement value and bid placement value, creation of bid, goods receipt, creation of escrow account and payment to sellers have been detailed.

5. Now, rate contract for computer/hardware, software and accessories are not available under DGS&D and NICSI and this Directorate has not executed rate contract for consumable items. Hence, purchase of I.T. equipments and consumable spares of I.T. equipments should be executed only through online in GeM portal, including issue of supply orders / payments. Referral orders should not be executed. Purchase of computers/hardware, software and accessories should comply the guidelines issued by the Finance Department, Puducherry and in accordance with Rule 149 of GFR 2017. Configuration of I.T. equipments in common use have been suggested in the Annexure of this circular.
6. Procurement of I.T. hardware as listed in the Annexure and other consumable spares of I.T. equipments, through GeM portal, complying GFR 2017, need not be referred to this Directorate for technical clearance/RRC/Inspection.

7. In case of non-availability of the required I.T. equipments, LAN equipments, CCTV equipments, SMS solutions, Digital Signature Certificate (DSC) and other consumable items of I.T. equipments in the GeM portal, the concerned Head of Department / Head of Office shall place on record, a specific certification that the particular item is not available for procurement in the GeM portal, before resorting to other means of procurement. For such means of procurement also, the proposal need not be referred to this Directorate for RRC/Inspection.

8. Moreover, towards conduct of security audit for websites/application software, the guidelines issued by this Directorate may be adhered to, vide Circular No.203/DIT/PeGS/DPA1/2018, dated 12.9.2018, wherein RRC is exempted for the L1 rate finalized among the rates quoted by the Auditing Agencies empanelled by the CERT-IN.


10. Earlier, this Directorate has suggested replacing the existing I.T. Hardware, except Servers, exceeding seven years of life, under buy-back scheme, if the same are unserviceable and are not put to use in needy sections. Since buy-back scheme cannot be implemented in the purchases through GeM, at present, to avoid environmental hazards of e-waste, the Departments are suggested to condemn the items through auction, whenever the same are replaced, 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, if the same are unserviceable and are not put to use in needy sections.

11. This circular subsumes all previous circulars cited under reference.

To

1. All Heads of Departments, Puducherry. || It is requested to communicate a copy of
2. The District Collector, Karaikal. || this circular to all sub-offices/branch
3. The Regional Administrator, Mahe and Yanam. || offices/societies, under your control.

Copy submitted to:
All Secretaries to Government, Puducherry.
## ANNEXURE


<table>
<thead>
<tr>
<th>Sl.</th>
<th>Item</th>
<th>Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desktop Computer</td>
<td>Computers with Core i3 or Core i5 configuration; Commercial Series Chipset, Windows Professional Edition OS, Three years warranty, preferably by OEM.</td>
</tr>
<tr>
<td>2</td>
<td>Laptop Computer (after ensuring mobility usage justification)</td>
<td>Computers with Core i3 or Core i5 configuration; Commercial Series Chipset, Windows Professional Edition OS, Three years warranty, preferably by OEM.</td>
</tr>
<tr>
<td>3</td>
<td>Laser Printer</td>
<td>A4 or Legal size, with network card, simplex or duplex – as required.</td>
</tr>
</tbody>
</table>
| 4   | Multifunctional Office Machine | a. A4 or Legal size, with network card, simplex or duplex – as required and without faxing feature – for general users.  
b. A4 or Legal size, with network card, simplex or duplex – as required and with faxing feature, for required environment only. |
| 5   | Document Scanner | A4 or Legal size, Flatbed or with Automatic Document Feeder – as required. |
| 6   | Fax machine | With handset or without handset – as required. |
| 7   | Multimedia Projector | With storage media port, wireless – if required, upto 3000 ANSI Lumens. |
| 8   | Digital Copier | With network card, simplex or duplex – as required and without hard disk. |
| 9   | Offline UPS system | With a minimum of 84 VAH batteries. |
| 10  | 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. |

(YASAM LAKSHMI NARAYANA REDDY)  
DIRECTOR (IT)