

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

No F.10(6)/2005/IT/3139-68

Dated: 24/7/08

CIRCULAR

- Sub: (1) Guidelines for procurement of Computer Hardware, Software and Computer Accessories etc.**
(2) Guidelines for condemnation and disposal of IT equipments.

I. These guidelines will be applicable to:

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

II. Procurement Policy:-

(1) Vide Cabinet decision No 1382 dated 08/04/2008, the Council of Ministers, Government of NCT of Delhi approved the procurement policy for purchase of computer hardware, software and accessories. As per this policy, 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 is as under:-

Name : Shri G.P. Singh, Assistant Director (IT-1)
Address : Jeevan Tara Building, 5, Parliament Street,
New Delhi - 110 001
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 is as under:-

Name : Mr. Vaibhav Agarwal, Manager
Address : Hall No. 6, NBCC Towers, 15 Bhikaji Cama Place,
New Delhi - 110 066
Tel Number: 26105054/Extn.118



(c) From open market as per GFR, after fulfilling the following conditions:-

- i) The procurement shall be done after following all formalities as per GFR
- ii) Only those hardware and accessories will be procured from open market whose specifications are given in DGS&D or NICSI rate contract. The rate contract are available at respective websites of DGS&D and NICSI.
- iii) In case specifications of hardware or accessories are different from DGS&D or NICSI 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.
- iv) All the purchases of hardware and software from open market will 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.

(2) Full financial powers for purchase of computer hardware, software and accessories are hereby delegated to all Pr. Secretaries/Secretaries. However, Technical clearance of Department of IT, Delhi Secretariat, GNCTD is still required in every case. Departments will have to furnish the following details with their proposals in a consolidated manner for technical clearance from Department of IT, Delhi Secretariat, GNCTD:-

- (i) Number of existing machines/printers (with complete configuration and year of purchase) and their deployment.
- (ii) Details of existing packaged software and application software alongwith name of developer.
- (iii) Nature of job carried out on existing machines and proposed work to be carried on the proposed hardware.
- (iv) Number of Servers/PCs and Printers required and contained in the proposal alongwith their distribution and nature of job to be performed on them.
- (v) Details of system study, if conducted, on which proposal is based.
- (vi) Whether LAN exists or not? If yes, number of LAN points with diagram.
- (vii) In case of requirement of the technical manpower on contract, then the work to be carried out by the proposed manpower.



- (viii) In case of the extension of the contract of the technical manpower, work done by the proposed manpower and work to be carried out by the manpower.

It is further mentioned that for procurement of Laptops, Departments will furnish the following information for technical clearance from Department of IT, Delhi Secretariat, GNCTD:-

- (a) Officers for whom the Laptop is required.
- (b) Number of Laptops contained in the proposal.
- (c) Availability of Laptop in the Department, if any, during past five years along with date of purchase.
- (d) Justification for the proposal.

Due precaution should be taken by Departments to submit their proposals for purchase of Laptops and the same will be approved on case-to-case/need basis.

III. **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 8.10.2007 will remain the same. The circular dated 8.10.2007 is enclosed as Annexure-II for ready reference . All the proposals for purchase against condemnation should also have the minutes of the condemnation committee of the concerned department.

IV. This issues with the prior approval of Finance Department vide U.O. No. 82/Budget dated 11.06.08.


(Rajendra Kumar)
Secretary (IT)

Copy to: -

- All Pr. Secretaries/ Secretaries/HODs, Govt. of NCT of Delhi
- Chairman/MDs of PSUs, Govt. of NCT of Delhi
- All Head of Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi
- All Secretaries to the Hon'ble Ministers, Delhi Secretariat, GNCTD
- OSD to Chief Secretary, Delhi Secretariat, GNCTD
- SIO (NIC), Delhi Secretariat, GNCTD
- Pr. Secretary to Hon'ble L.G., Raj Niwas, GNCTD

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 it 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.

**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