Government of NCT of Delhi
Department of Information Technology
9th Level, B wing Delhi Secretariat IP Estate, New Delhi
https://it.delhi.gov.in

F.11/1/2019-Development/Secy(IT)/8723 – 26   Dated: 04/12/2024

Addl. Chief Secretary (GAD)   Addl. Chief Secretary(Finance)
General Administration Department   Finance Department
2nd Level, Delhi Secretariat   4th Level, Delhi Secretariat
New Delhi.-110002   New Delhi.-110002

Subject: Purchase, AMC of Computers and other IT Equipments through GeM Portal.

Respected Sirs

    With reference to earlier letter No F.11/1/2019-Development/Secy(IT)/CD-42708395/8581-8584 dated 28.11.2024 on the subject cited above, it is to inform that IT Department is in the process of revising the previously issued IT related circulars/orders and Standard Technical Specification, including cloud/email services etc.

    In this connection, draft document with Annexures on subject cited above is enclosed herewith for perusal and comments/feedback, if any, **latest by 09th December,2024.** The comments of Finance and GAD are specifically important in this matter.

    Subsequently, the draft document, together with comments/feedback, shall be put up to the Technical Evaluation Committee for final decision.

    This issues with the approval of Addl. Chief Secretary (IT).
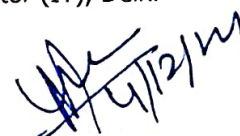
Encl: A/a

(K.Murugan)
Joint Director (IT), Delhi

Copy for information to:
1.   SO to Chief Secretary, GNCTD
2.   Website-incharge to upload on website of IT Department.

(K.Murugan)
Joint Director (IT), Delhi

F-11/1/2019-Development/Secy(IT)/ CD-42708395 / 8581 - 8584   dated 28·11·24

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(K. MURUGAN)
JOINT DIRECTOR (IT)

ok

Government of NCT of Delhi
Information Technology Department
9th Level, B-Wing, Delhi Secretariat, New Delhi-110002

No. E-11/1/2019/ Development- Sciy(IT)/   Dated:

CIRCULAR

Subject: Purchase and AMC of Computers and other IT equipments through the Government e-Marketplace (GeM) portal

In keeping with Rule 149 of GFR 2017, all Departments / Offices / Autonomous Institutions / Boards / Corporations / Societies need to procure all IT equipments, including Computers and associated accessories, mandatorily through the **GeM** (https://gem.gov.in).

2.   Due to rapid advancements in technology, the technical specifications of IT equipment(s) change frequently. Accordingly, in suppression of all previous circulars issued in this context, revised norms and guidelines for the purchase of IT equipment and annual maintenance shall be as outlined herein. A procurement in conformity with the guidelines prescribed herein need not be referred to Department of Information Technology, GNCTD for Technical Clearance (**TC**)/ Rate Reasonability Certificate (**RRC**). The officials of this Department would also not be required to be included as a member of the purchase committee for any procurement undertaken through GeM, including for the Annual Maintenance Contract (**AMC**), while following the procedure laid out herein.

3.   The **Revised *Standard* Technical Specifications** for procurement of IT equipments in common use today would be as prescribed in **Annexure-I.** However, the procurement shall be subject to GFR, Manuals for Procurement, Delegation of Financial Powers, and other procurement guidelines issued by the Finance Department, GNCTD from time to time. The Departments/Autonomous entities could go for higher configurations, *after recording reasons on the necessity for the same*, subject to administrative approval of the Administrative Secretary and financial concurrence from the competent authority. **Procurement of other IT hardware,** other than those covered under Annexure-I, shall be mandatorily referred to the Department of Information Technology, GNCT Delhi, along with requisite justification, for technical clearance and only subsequently procured subject to further financial concurrence by the competent authority.

4.   The **AMC is an essential part and parcel of the procurement of IT hardware since it adds to the** life of IT equipment beyond the normal warranty period. While inviting bids for any IT equipment through the GeM portal, either an extended onsite warranty shall be purchased along with IT equipment, or the additional cost for an extended period of warranty shall also be obtained as a separate component of the bid to enable price comparison on **Lowest Life Cycle Costing (LCC)** basis. If AMC price is payable periodically, an appropriate discount rate is to be used for estimating the Net Present Value (**NPV**). The **discount rate** for NPV calculation shall be the 10 year G-Sec rate, two days before the last date of receipt of bids. The guidelines for AMC are given in **Annexure-II.**

5.   The **life span of IT hardware**, except servers, shall be taken as 5 years for identifying the L1 supplier. Hence, the Departments may procure the equipment(s) with a five-year warranty - original warranty + extended warranty (paid upfront)/

AMC (paid periodically). If the bidder does not provide the five-year warranty support, the AMC charges for the remaining years of support may be given by the bidder. For cost comparison LCC shall be calculated using the NPV formula, using the discount rate as per para 4 above. If the system still meets the user requirements beyond its normal prescribed life span of 5 years and the AMC Vendor agrees to continue the AMC on the same terms and conditions, the equipment may be continued with AMC after obtaining the approval of the Administrative Secretary.

6.   The **rate of AMC** (obtained as upfront extended warranty cost or as separate pricing, where the extended warranty is unavailable) shall on an NPV basis *not exceed* 6% of the actual purchase cost of hardware, meaning the cost of IT equipment *excluding* the additional warranty, anti-virus software, freight charges, handling costs, GST, etc. In the case of Servers, CCTV, EPABX, FAX, LAN, active components-switch, modem, etc., the AMC amount shall not exceed 8% of the actual purchase cost. Passive components in LAN, such as CAT cable, I/O outlet, etc., shall not be included under AMC. The AMC amount, where payable periodically, shall normally be payable in 4 equal instalments, 25% each on completion of every quarter of AMC, after deducting the downtime penalty, if any, in the contract period.

7.   Specifications for the **UPS system** are given in **Annexure-I**. While receiving bid costs for an online UPS system, split up rates for the battery bank and UPS system should be invited, and the UPS system alone (minus the battery bank) would be considered for AMC purposes.

8.   It shall be ensured that generally the **printer/scanner** for the entire office on a floor/hall is shared, as opposed to individual/independent printers. Multifunctional printers may be procured for this purpose. Such printers may be placed in a common area even if the physical rooms of officers/staff are separated. A **Smart Television,** of appropriate dimensions, based on room size, may be procured instead of a **Multimedia Projector.** This Smart Television may be installed in the conference hall/ meeting room of the Department.

9.   Further, for the **officers of the rank of Head of the Department and above,** higher specifications of IT equipment(s), including for individual printers, than the specifications prescribed in **Annexure-I**, may be procured, for reasons to be recorded in writing by the Administrative Secretary, and after obtaining financial concurrence from the competent authority.

10.   While inviting bids for procurement of any IT equipment, based on its specific needs, bid-specific terms and conditions could be added by the procuring entity. In this regard, the Departments could refer to http://gem.gov.in/additional-terms-and-conditions for guidance. Some important terms and conditions that could be included in the bid are reproduced below:

(i) **Scope of Supply:** Bid price includes all cost components, including Supply, Installation, Commissioning, Testing of Goods, Licenses of Software installed, and Training of operators and providing required Statutory Clearances (if any).

(ii) **Commencement of Warranty** shall be from the date on which installation is completed.

(iii) **Extended warranty** for the complete life cycle of 5 years may be sought. Alternatively, capital cost, including normal warranty plus AMC cost, may be taken for the balance period.

(Iv) **Certificates:** The seller shall upload a certificate certifying that the hardware and the software being offered are licensed to freely use opensource use freely and do not contain any Embedded Malicious code that would inhibit the designed functions of the equipment, cause physical damage, lead to data theft, etc.

(v) **Manufacturing date:** The manufacturing date of the hardware shall not be more than three months from the date of supply.

(vi) **Service & Support:**

    a. **Availability of Service Centres:** Bidder/OEM must have a Functional Service Centre in the National Capital Region (**NCR**). If the service centre is not already there at the time of bidding, the successful bidder/OEM shall have to establish one within NCR within 30 days of the award of the contract. Payment shall be released only after the submission of documentary evidence of having a Functional Service Centre.

    b. **Escalation Matrix for Service Support:** Bidder/OEM must provide Escalation Matrix along with the timeline, contact person, mobile number, address, and e-mail for Service Support.

    c. **Deficient Service:** Service Level Benchmarks (**SLBs**) shall be laid down in the bid document to ensure that the complaints are handled in a pre-specified time, failing which a penalty would be imposed on the supplier. Recurrent deficiency should invite blacklisting of the supplier/service provider.

11. To get competitive prices under bulk discount, the departments shall, unless for exigent reasons, **consolidate the IT equipment requirements** from all their offices, including from subordinate offices/societies/institutions etc. under their administrative control, on a half-yearly basis (beginning of 1st April, and beginning of 1st October) before tendering. Ad-hoc and piecemeal proposals shall not be entertained, and only for exigent reasons, to be recorded in writing, minimum required essential procurement may be done outside of half-yearly procurement.

12. In case of any **Router/Switch** for network connectivity, the department/government agencies may contact the Department of Information Technology, NCT Delhi.

13. The **inventory details of IT/ITes** hardware equipment(s), along with new procurement, shall be maintained/ updated on a half-yearly basis (beginning of 1st April and beginning of 1st October) of every year in the format given in **Annexure–III**. This will be a useful reference for the TEC to handle Department specific IT procurement requests.

14. The condemnation of IT equipment(s) shall be as per guidelines given in **Annexure-IV.**

15. The validity of these guidelines shall hold until further orders.

16. The Departments shall only use licensed software. Departments often use pirated software because the vendors provide factory-installed "trial version" of MS Office. After the expiry of the trial version, the Departments generally keep using the trial version by ignoring warnings or a pirated version is installed through the local AMC provider. This adds to potential security threats. Hence, the Departments must

use only licensed software, either open source under General Public License (**GPL**) or proprietary software with proper licenses. The concerned employee would be liable if they use unlicensed software.

This issue with the prior approval of the Technical Evaluation Committee (**TEC**).

(K. MURUGAN)
JOINT DIRECTOR (IT)

Standard Technical Specifications of IT Equipment/ Services

#	Category	Standard Specifications	
		Criteria as per GeM Portal	Specification
1	Desktop (Including all-in-one)	Processor Make	Intel/AMD
		Processor Description	Intel Core I5/AMD Ryzen 5
		Processor Generation	12th Generation for Intel or equivalent generation or series) for other Processors
		Graphics Type	Integrated
		Onsite OEM Warranty	5 years
		Monitor Size	21.5 /22/23.5/23.8 inches
		Operating System	Windows 11 Professional /Linux
		RAM Size	8 GB
		Optical Drive (Optional)	DVD RW
		Keyboard	Wired/Wireless
		Mouse	Wired/Wireless
		Total SDD Capacity	512 GB to 1 TB SSD
2	Laptop	Processor Make	Intel/AMD
		Processor Description	Intel Core i7/AMD Ryzen 7
		Processor Generation	12th Generation for Intel or equivalent (generation or series) for other Processors.
		Graphics Type	Integrated
		Onsite OEM Warranty	5 years
		Display Size	13.3 inch to 15.6 inch
		Operating System	Windows 11 Professional /Linux/Any Other OS based on Linux Kernel.
		RAM Size	16 GB
		Optical Drive (Optional)	DVD RW
		Battery Warranty	5 Years
		Total SSD Capacity	256 GB SSD to 1 TB SSD
3.	ChromeBook (for Educational Institutes under TTE and Higher Education and Education Department only)	Processor Make	Intel/AMD/MediaTek
		Processor Description	Intel Core i3 / AMD Ryzen / MediaTek Kompanio
		Processor Generation	Intel Celeron or equivalent
		RAM Size	4 GB to 8GB
		Memory Size	64 GB to 128 GB
		Display Type	HD or Full HD display
		Operating System	Chrome OS
		Screen Size	11.6 inch or 14 inch
		Camera	720p HD camera (Min.)
		Onsite OEM Warranty	5 Years
		Additional features	USB Type-A, USB Type-C

			(Optional)	support display/ power delivery, 3.5mm Combo Audio Jack, Micro SD card reader
4	Tablet PC (meant for field work purpose only)		Processor Make	Quad Core with CPU speed 2.0 GHz - 3.5 GHz
			Operating System	Android
			RAM Size	8GB to 32 GB
			ROM size	128GB to 256 GB
			Display (Size/Type/ Resolution)	9" to 13" TFT (capacitive, Multitouch) 1920x1080– 2800x1752
			PEN Support	Yes
			Wi-fi	802.11 a/b/g/n/ac or Higher
			Network Support (Data & Voice	5G/4G/LTE/3G/2G/ VoLTE
			Onsite OEM Warranty	5 Years
			Additional Features (optional)	Bluetooth version: 4.0 or Higher, Rear Camera: 5MP or Higher, Front Camera: 2 MP or Higher, Battery (mAh): 5000 mAh or Higher, SIM Card Slot: 1 Micro SIM, Voice Calling Support: YES Micro USB 2.0 or type-C Slot: YES, Audio In/Out: 3.5mm Headphone Jack, GPS: YES Certifications: BIS BEE, EPR, RoHS or any other relevant Indian Certificates.
5	Desktops including All-in-One (for Software Development work, multimedia work, GIS, Data Analytics, Artificial Intelligence related applications, etc.)		Processor Make	Intel /AMD
			Processor Description	Intel Core i7/AMD Rayzen 7 Processor
			Process Generation	12th Generation for Intel or equivalent (generation or series) for other Processors.
			Graphics Type	Integrated
			Onsite OEM warranty	5 years
			Monitor Size	21.5 /22/23.5/23.8 inches
			Operating System	Windows 11 Professional /Linux
			RAM Size	16 GB
			Optical Drive (Optional)	DVD RW
			Key Board	Wired/Wireless
			Mouse	Wired/Wireless
			Total SSD Capacity	512 GB - 1TB HDD
6	Multi-Functional Printer(Mono) Print/Scan/Copy		Print Technology	Laser/Ink
			Type of Printing	Mono
			Type of Machine	Multifunction
			Paper Size (Original:	A4:A4

		Fax	Image)	
	(Optional)		Flatbed Size	A4/Legal
			Print Speed (Mono)	Minimum 25 PPM
			Duplex Feature	Yes (Auto)
			Network Connectivity	Yes
			USB Port	Yes
			Duty Cycle	Minimum 5000 per Month
			Onsite OEM Warranty	5 years
			Wireless Connectivity	Optional
7	Printer (Mono) (standalone)		Print Technology	Laser
			Type of Printing	Mono
			Paper Size	A4
			Print Speed (Mono)	20 PPM or higher
			Duplex Feature	No
			Network Connectivity	Optional
			USB Port	Yes
			Duty Cycle	2000 per Month
			Onsite OEM Warranty	5 years
8	Printer (Colour) (standalone)		Print Technology	Laser/Inkjet
			Type of Printing	Mono
			Paper Size	A4
			Print Speed (Mono/Colour)	20 PPM or higher
			Duplex Feature	Optional
			Network Connectivity	Optional
			USB Port	Yes
			Duty Cycle	Minimum 2000 per Month
			Onsite OEM Warranty	5 years
9	Multi-Functional Printer (Color) Print/Scan/Copy – Fax (Optional)		Print Technology	Laser/Ink
			Type of Printing	Colour
			Type of Machine	Multifunction
			Paper Size (original: Image)	A4:A4
			Flatbed Size (Platen)	Legal
			Print Speed (Mono)	Minimum 25 PPM
			Print Speed (Colour)	Minimum 25 PPM
			Duplex Feature	Yes (Auto)
			Scanning Feature	Yes
			Network Connectivity	yes
			USB Port	Yes
			Duty Cycle	Minimum 5000 per Month
			Onsite OEM Warranty	5 years
			Wireless Connectivity	Optional
10	Router/L3/L2 Switches and Other networking equipment		The specification and number may be obtained from NIC Delhi State Unit	
11	Scanner (for		Scanner Type	Sheet Fed (ADF) flat-bed or Integrated both/ foldable with Adjustable height

		Implementation of e-office only)	Scanning Technology	CIS/CCD
			Document Size	A4/Legal
			Optical Resolution	600 and above
			Monochrome Scan Speed	50 PPM and above
			Colour Scan Speed	50 PPM and above
			Multi-Fed Detection Features	Yes
			Daily Duty Cycle number	1500 and above
12	Operating System for Desktop/ Laptop/ Server/Cloud	Departments are advised to procure the Operating system as per the requirement of the application/software running in the Department Or In case the already installed Operating System, Windows, or Linux, becomes obsolete or end of support is declared by OEM. Or In case of an Operating System installed in the server, Departments, if required, may take the support of the OEM as per requirement.		
13	Cloud Services	Departments are requested to follow the guidelines issued by MeitY on the procurement of Cloud Service through CSPs. The Departments should share the CSPs registered under the Government Community Cloud (**GCC**) if data security compliances are required. The catalogue of Cloud service offerings and procedures to avail of the Cloud Services is available on the portal https://www.meity.gov.in/content/gi-cloud-meghraj **Departments should explore the provision of moving data from the Physical server to the Cloud Server.**		
14	Centralised UPS System (for 3 or more computers - 1 KVA for every 3 computers)	Rating in KVA	1.0 KVA minimum or higher	
		Technology	IGBT-PWM without inbuilt Isolation Transformer	
		Input Power	Single phase 160V-260V sine wave 50 Hz	
		Output Power	Single phase 230 V+/-1; sine wave 50 Hz	
		Degree of Protection	IP20	
		Parallel kit for synchronizing	No	
		Overload	20% Overload limit for a minimum of 10 minutes and 50% overload for 1 minute.	
		Warranty Period	5 years minimum	
		Protections: Over voltage, short circuit, and overload at UPS output terminals. Under voltage at the 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.	
	Offline UPS System (for single or two users' location)	VAH	Minimum 12 V*7AH batteries
		Backup time	Minimum 10 to 15 minutes
15	Availing services from NIC, Delhi	For availing of various online services such as Govt email ID creation, web VPN services, Firewall requests, Wi-Fi access, etc, Departments are advised to visit the NIC's Online Platform, i.e. https://eforms.nic.in, to apply.	

Note: Departments inviting bids for a Processor must choose all OEMs in respect of the Processor Make

The model specifications, as above, shall be revised on a yearly basis, or earlier as deemed necessary.

GUIDELINES FOR AMC

1. The comprehensive AMC of IT equipment(s) shall be provisioned through **GeM** with the date of commencement and the date of expiry of the AMC contract specifically mentioned in the contract.

2. The **on-site comprehensive AMC**, covering both preventive as well as corrective maintenance of IT infrastructure shall be procured. The AMC may be entered with those vendors/ service providers who have their service centre within NCR or those vendors who commit to open their office in NCR within one month of the issue of the work order.

3. **Preventive Maintenance** activity shall include updating of service packs, drivers and operating system patches, physical clearance and testing of equipment(s), carrying out system diagnostic tests and taking requisite remedial action, point-to-point connectivity tests, etc. At least one preventive maintenance activity should be scheduled every quarter during the maintenance period.

4. Under **Corrective Maintenance**, any defects in the IT equipment(s) shall be rectified, and all defective components of IT equipment necessary for normal operation, except consumables such as cartridges, drum kits, batteries, etc., shall be replaced. The AMC vendor shall replace the defective products/ parts with similar *or higher make/configurations* of respective OEM products/ parts at no additional cost beyond the cost stated upfront at the time of procurement of equipment.

5. The AMC vendor shall provide a **Service Escalation Matrix** with contact details (escalation hierarchy along with timeline, contact persons, mobile number, address, and e-mail) through whom the Departments/ Organization shall contact for AMC support.

6. The Vendor shall have a **proper complaint call registration** procedure for logging complaints, follow-up etc, and provide traceability of all complaints from registration to call clearance, The vendor shall issue a customer service slip after every service visit, clearly indicating the time of call by the user departments, time of attendance of the fault by the AMC Vendor, nature of fault observed and whether cleared or not. If further observation is needed, it would be given in writing whether the normal usage could be continued along with the details of subsequent visits for observation, closure of call, clearance of fault and any other relevant information.

7. **Downtime will be recorded** for faults/complaints pending beyond the prescribed time of **Table 1** after the registration of complaints by the user Department with the AMC Vendor. The AMC holder shall give a unique complaints registration number and such relevant details as to the registration process leading to timely clearance of faults within the prescribed time. For complaints pending more than the prescribed time, a downtime record will be created by the user department and a pro-rata deduction of the penalty amount will be affected for payments due to the AMC Vendor at the end of every quarter for the number of days the IT equipment(s) was not available for use from the call registration date.

8. Table 1-Downtime Penalty:

#	Type of Computer/Equipment	Downtime-Penalty
1.	If equipment standby is given within 24 hours, Downtime is NIL	"NIL" Penalty
2.	Laptop/Desktop Computers	₹ 1,000 per day after 48 hours for every day/part thereof.
3.	Printers, Scanners, Multi-functional printers, Multimedia Projector, EPABX, FAX, Offline UPS, Digital Copier, etc.	₹ 500 per day after 48 hours for every day/part thereof.
4.	Servers	₹ 5,000 per day after 48 hours for every day/part thereof.
5.	UPS Downtime	₹ 500 per day after 48 hours for every day/part thereof.
6.	For any of the computers, printers, and UPSs systems at Bill Collection Centres, Hospital Registration Counters, and other emergency services.	₹ 1,000 per day after 48 hours for every day/part thereof.

9. The **IT equipment (computers, Printers, scanners, etc.) identified as critical** for functioning shall be specifically included in the AMC contract as a separate clause and lower downtime and/ or higher penalty for downtime for them may be prescribed.

10. **Downtime Details From:**
   - (i) Office Name and Location :
   - (ii) AMC vendor name :
   - (iii) AMC Vendor Local address :
   - (iv) AMC Vendor office address :
   - (v) Phone/Mobile Numbers :
   - (vi) Email-id :
   - (vii) AMC period- Start Date: End Date :

Type of Computer/ Equipment Name, make & Model	Equipment S.NO.	Fault reporting date and time	Docket No. maintained in maintenance Register	Fault Clearance Date	Downtime >48 hours or part thereof (in Days)	Penalty (₹)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

11. All complaints shall also be sent to the AMC vendor through email. The date and time of such complaints should be recorded and mentioned in the above table.

12. This contract may not cover the damages to the equipment, if any, due to natural calamities, such as lighting, electrical short circuit, physical damage, flooding and rat bites.

PROFORMA FOR INVENTORY DETAILS OF IT / ITES HARDWARE EQUIPMENT
(on Half Yearly Basis i.e. 1ˢᵗ April and 1ˢᵗ October of every Financial Year)

1. Name of the Department:
2. Type of action (New procurement/ Inventory/ Items condemned) (Please tick the right option):
   New procurement – Any new procurement in the last six months
   Inventory – Total equipment inventory as of 1st April / 1st October, including new purchases.
   Item condemned – Details of items condemned (or) pending condemnation (Please include remarks about the exact stage of condemnation)

#	Name of the IT Equipment	Quantity	Make and Model	Specifications				Date of Purchase	Remark
				Processor	RAM	HDD Capacity	SSD Capacity		
1	2	3	4	5	6	7	8	9	10
1.	Desktop Computer								
2.	Laptop								

#	Name of the IT Equipment	Quantity	Make and Model	Specifications			Date of Purchase	Remark:
				Print Technology (Laser / Ink / Dot matrix)	Type of Machine (Multifunctional or not)	Type of Printing (Mono / Colour)		
1	2	3	4	5	6	7	9	10
3.	Photocopier							
4.	Printer							

#	Name of the IT Equipment	Quantity	Make and Model	Type and Size (Sheetfed / flatbed / Integrated both) (A4 / Legal)	Date of Purchase	Remarks
5.	Scanner					

#	Name of the IT Equipment	Quantity	Type/ Capacity of UPS (Standalone/ Centralised)	Battery Capacity and Quantity of Batteries	Date of Purchase	Remarks
6.	UPS		Standby/ Centralised			

#	Name of the IT Equipment	Quantity	Type/ Capacity of UPS (Standalone/ Centralised)	Battery Capacity and Quantity of Batteries	Date of Purchase	Remarks
...	Any other item		Standby/ Centralised			

Guidelines for condemnation & disposal of IT Equipment(s)

The IT equipment(s) will include the following items:

- Servers
- PCs
- Dumb Terminals
- Printers
- UPS
- Laptop/Notebook
- Package Software
- Technical books and manuals pertaining to hardware and software being condemned
- Data Communication Equipment(s)

1. 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

2. Grounds for condemnation:

The IT equipment(s) can be condemned on the following grounds:

- **Technically obsolete**: Hardware/Data Communication Equipment/ Package Software which has been used for at least five years and they are not in working condition.

- **Beyond economical repair before 5 years**, When repair cost is considered too high after looking at the current value (taking depreciation into account), and the age of the equipment, after financial concurrence of competent authority. This could include IT equipment damaged due to fire or any other reason.

3. Disposal:

- Such equipment(s) shall be disposed of strictly following the procedure as laid down in Rules 217 to 223 of GFR 2017.

- Once the equipment has been condemned, it should be removed from office use and kept in the area allocated for scrapped equipment and auctioned therefrom within 60 days of being declared condemned.

- The department will also ensure the removal of service and inventory labels from such equipment(s). All data, including the operating system, must be removed after taking a proper backup.

4. Responsibility of Department:

- Each unit of the Department will prepare an equipment condemnation note, which should be individually numbered with equipment descriptions, including the make, model, serial number, asset register number, purchase date, purchase price, reason for condemnation and additional information, if any.

- The Department will constitute a condemnation committee which will review the condemnation notes and decide about the condemnation of equipment as per guidelines given above. The committee should have at least one member with an IT background.

- All procedures and rules of the Government on maintenance of records for condemnation of non-consumable items will be adhered to in these cases.

- The condemnation will be done only after the report of the Condemnation Committee is obtained from the Administrative Secretary. To avoid a piece-meal approach, all cases of a department may be processed twice in a year during the months of May - June and Nov.- Dec.