



GOVERNMENT OF TELANGANA  
PLANNING (III) DEPARTMENT

Memo.No.4041/Plg.III/A1/2015

dated:29.07.2015

**Sub:-** Planning Department – Procurement Guidelines for Hardware & Software items to be followed while implementing e-Governance Projects - Issued – Reg.

**Ref:-** From the Secretary to Govt., IT E&C Dept., Lr.No.149/Secy./ITE&C/2015, dt.16.07.2015.

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A copy of the reference cited together with its Annexure is herewith communicated to the Director of Economics & Statistics and he is informed that Information, Technology and Electronics and Communications has issued certain guidelines pertaining to Hardware & Software items, which are to be followed while implementing e-Governance Projects and he is requested to implement the same in the Directorate of Economics & Statistics and his subordinate offices also.

M. MAMATHA SUNDARI,  
DEPUTY SECRETARY TO GOVERNMENT.

To  
✓ The Director of Economics & Statistics, Hyderabad (w.e.).  
Sf/Sc.

//FORWARDED :: BY ORDER//

GVB Bhavani  
SECTION OFFICER

*Sept (EDP)*  
*Pl. put up*  
*Jan*  
*1/8/15*







Jayesh Ranjan IAS  
Secretary to Government



Information Technology, Electronics &  
Communications Department  
Government of Telangana  
PLANNING DEPT.

Lr. No.149/Secy/ITE&C/2015 Dt.16.07.2015

GL No :	4041
Date :	25/7/15
C. No.:	
Sec :	11
OC :	

Sir/Madam,

**Subject:** ITE&C Dept- Procurement Guidelines for Hardware & Software items to be followed while implementing e-Governance Projects – Issued.

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Every Government Organization procures a wide variety of Goods & Services and executes works to perform the assigned roles & responsibilities. It is imperative that these purchases are made following a uniform, systematic, efficient and cost effective procedure, in accordance with the relevant rules and regulations of the Government and departments follow certain standards in hardware procurement and software development.

Most of the time, it is found that the departments are forwarding the item specifications to ITE&C dept /APTS(TU) for procurement that are prepared with help of in-house technical team which are not generic in nature, thus leading to lot of representations.

A need is felt to review the current procurement process for IT Hardware & Software items with a view to:

1. Avoid scope for subjectivity and improving objectivity and transparency in decision making.
2. Have Competition, Fairness and Elimination of Arbitrariness
3. Ensure efficiency, economy and accountability in the system

To address these issues of hardware procurement, software up gradation, the ITE&C Dept has prepared 'guidelines' which may be adopted and implemented by all the departments and Public Sector Undertakings of Government of Telangana for implementing their IT projects. The generic specifications arrived as per the current market trends and as being followed by DGS&D for procurement of Desktops, Laptops & Tablets are enclosed as Annexure-II for information & compliance.

Secretary to Government

The Spl. Chief Secretaries,  
The Prl. Secretaries/ Secretaries  
The Heads of Departments (HoD)  
Government of Telangana

Copy to the Chief Secretary, Government of Telangana for kind information.





U.No.1432/IT&C (Part 2) Dated 14/03/2017

Subject:

11502 Dept. Procurement Guidelines for IT Hardware & Software to be followed while implementing Government projects - Request

Every Government Organisation procure a wide variety of Goods & Services and executes works to perform the assigned roles & responsibilities. It is imperative that these purchases are made following a uniform, systematic, efficient and cost effective process in accordance with the relevant rules and regulations of the Government and procurement follow strict standards in hardware procurement and software acquisition.

At one of the time, it is found that the departments are following the procurement process to IT&C Dept (APR 10) for procurement that are prepared with help of in house technical team which are not aware in taking this leading to lot of irregularities.

A need is felt to review the current procurement process for IT Hardware & Software and give a new

Avoid scope for subjectivity and improving efficiency and transparency in decision making

1. To ensure uniformity, fairness and transparency in the system  
2. To ensure efficiency, economy and accountability in the system

To address these issues of hardware procurement, software acquisition, the IT&C Dept has prepared guidelines, which may be adopted and implemented by all the departments and public sector undertakings of Government of Karnataka for implementing their IT projects. The generic specifications arrived as per the current market trends and are being followed by DCS&I for procurement of Desktop, Laptop & Tablets are enclosed as Annexure II for information & compliance.

Secretary to Government

The Sd/- Chief Secretary  
The IT & C Department  
Government of Karnataka  
The Heads of Departments (HOD)

Copy to the Chief Secretary, Government of Karnataka for their information



**Annexure-I**

**POLICY GUIDELINES ON INFORMATION TECHNOLOGY HARDWARE & SOFTWARE PROCUREMENT**

**HARDWARE**

**1. Procurement, Replacement and Maintenance of I.T. Hardware:**

IT hardware constitutes a major cost of any project which has IT as its backbone. Adherence to best practices can help in procuring right size of the hardware, bring down cost of procurement substantially and reduce risk of IT hardware becoming obsolete before its useful life period. Quantity of procurement makes lot of difference in pricing of IT hardware.

Hardware sizing requirements for advanced use cases need to be based on a detailed performance assessment of the project. It is advisable to replace IT hardware on buyback with new hardware at the first opportunity feasible.

• **Specifications of Items:**

In line with Rule 137 of General Financial Rules of 2005, the ITE&C dept strongly recommends that the specifications of the items required shall meet only the actual and essential needs of the user departments because "over-specification" will unnecessarily increase the cost and may stifle competition. The following are the yardsticks:

- Specifications must meet the essential requirements of the user department and efforts should also be made to use standard specifications, which are widely known to the industry.
- Specifications should aim at procuring the latest technology and avoid procurement of obsolete goods.
- Specifications should have emphasis on factors like efficiency, optimum fuel/power consumption, use of environmental-friendly materials, reduced noise and emission levels, low maintenance cost etc.
- Specifications should not be too restrictive as the aim should be to attract reasonable number of competitive tenderers.
- Specifications should also take care of the mandatory and statutory regulations, if any, applicable for the goods to be purchased.
- Specifications of the required goods should be framed giving sufficient details in such a manner that it is neither too elaborately restrictive as to deter potential tenderers or increase the cost of purchase nor too sketchy to leave scope for sub-standard supply.



- **Standards of Items:**

*Where no widely known specifications/standards exist, the specifications shall be drawn in a generalized and broad-based manner to obtain competitive bids from different sources. Except in case of proprietary purchase from a selected single source, the specifications must not contain any brand name, make or catalogue number of a particular manufacturer and if the same is unavoidable due to some compelling reasons, it should be followed by the words "or equivalent" and avoid mentioning specific part series.*

The specifications and the technical details should be expressed with proper clarity without any ambiguity or double meaning duly giving opportunity to all the OEMs for participation.

Usually the requests received from departments are for Intel make processors/chipsets only and the OEM AMD is raising concern on non preferential market space. The departments are encouraged to also indent for the AMD make machines where less intensive application processing. The specifications for AMD make Desktops along with their features are annexed so that the departments can make a choice and opt for procurement of AMD make machines also.

## **SYSTEM SOFTWARE**

### **2. Procurement of Operating System (OS), RDBMS and Office Tools:**

Software companies release newer versions of OS and RDBMS from time to time with additional features, improved productivity and security features. Application which are stabilized and does not require many changes in functionality and performance do not require change in OS and RDBMS for long time. However critical applications working on 24x7 and delivering citizen services needs continuous improvement in performance and security to meet the expectations of citizens. For such applications it is advisable to upgrade OS and RDBMS on continuous basis by adopting AMC route. Departments are required to obtain authorized Licenses of the System Software to avoid future complications.

### **3. Consultative Committee (CCom):**

The ITE&C dept recommends having Consultative Committee Meetings (CCom) for framing the technical specifications and eligibility criteria for various items/products so that the same can be firmed up and followed in the procurement process.

The members for CCom shall have representatives from Finance department, Industries department, ITE&C dept, SeMT, STQC members, TSTS officers and officers from the respective user departments and shall finalize the specifications & Pre Qualification criteria based on the Scope of the work before issuing the tender call notice.

However, the total responsibility of framing the tender document and undertaking the procurement in compliance & conformity with the criteria prescribed, notified policies and guidelines issued by competent authorities covering financial, vigilance, security, safety, countertrade and other regulatory aspects, lies with TSTS.



4. **Utilization of Services of Nodal Purchase Organization- Telangana State Technology Services (TSTS)**

The ITE&C dept through its technical arm-Telangana State Technology Services (TSTS) is currently providing advisory & procurement services to the State Government departments and shall continue to offer approximation of the hardware/software resources required to be deployed for any project duly following activities such as:

1. **Study of Required Sizing** - a process used to gather statistical evidence regarding how users interact with the system and help quantify what the system will look like under hypothesized workloads and scenarios and prepare Bill of Material along with the optimized specifications of items required
2. Suggesting the best hardware specifications and quantity as per requirement
3. Identification of supplier/ vendor through various bidding procedures for supply of items
4. Arrangement of Buyback of old hardware items
5. Monitoring the implementation/installation of the equipment
6. Support the departments during the Contract period for any service/warranty related issues.

It is recommended that all the Departments/ HoDs with/without the required expertise or manpower, may send its indent to TSTS which in turn offers its best services in sizing of hardware & software as per Project, procurement of requisite quality hardware/software items as per need which shall in turn reduces the cost of IT procurement in projects for department and also reduces the workload like preparation of tender document, tender processing for identification of vendor and monitoring the contractual obligations. The complete responsibility of identification of suitable vendor should rest with TSTS since they have the expertise and required skills to undertake the assignment of procurement. The participating OEMs/ bidders/ distributors will also be informed to submit the following documents with their bids so that they do not mislead the Government with their quotes.

- (i) Last purchase price of same (or, in its absence, similar) goods
- (ii) Current market price of same (or, in its absence, similar) goods
- (iii) Receipt of competitive offers from different sources
- (iv) Quantity involved
- (v) Terms of delivery
- (vi) Period of delivery

A list of OEMs and their authorized partners/distributors will be maintained along with the models proposed for sale for the year 2015-16 with a condition that the OEM shall issue MAFs to all the partners who are interested to participate in bidding. This shall ensure more than 3 bids. If it comes to the notice of TSTS/ITE&C dept that a certain OEM is denying release of MAF to an agency, such OEMs shall face penal action.

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## Annexure-II

### Generic Specifications for Desktops, Laptops & Tablet PCs for Yr 2015-16

**1. Desktops with Intel Processor for high end processing:**

<b>Processor:</b>	Intel Core i3/i5/i7 ( 3.0 GHz, minimum 3 MB Cache for i3 , minimum 4MB for i5 & i7 or higher)
<b>Chipset :</b>	Compatible chipset
<b>Other Specifications</b>	
Operating System	Preloaded with Windows 8.1 (or latest) Professional with 64 Bit which can be down gradable to Windows 7 Pro 64 bit
Motherboard	OEM Mother board with 3 PCI (PCI/ PCI Express)or more
Display	18.5" wide or larger TFT/LED Digital Color Monitor TCO-05 certified , Make: Same make of PC
Keyboard & Mouse	104 keys or higher OEM USB Keyboard & Optical Scroll with USB interface
Memory	4 GB DDR3 1600 MHz upgradable upto 16 GB
HDD	500 GB 7200 rpm SATA or higher with Minimum 2 SATA connectors on Motherboard
Graphic Card	Integrated Intel HD Graphic card
Ports & Networking Facility	Integrated 10/100/1000 Mbps Gigabit LAN 6 USB Ports or more (at least 2 USB with 3.0),1 Display port/VGA port, audio ports for microphone and headphone in front; TPM enabled 1.2 chip using any standard management software
DVD ROM Drive	8X or better DVD RW Drive
Power Efficiency	85% or more and minimum 250 w or higher
Anti-Virus	Pre-loaded anti-virus ( Norton/McAfee/ QuickHeal/Kasparsky/eScan/eTrust/ MS Fore Front) along with patches & updates for 3 years
Certifications	OEM- Windows 8.1 OS / Linux certification. Energy Star 5.0 or above /BEE Star Certified, RoHS compliance , EPEAT Gold
Warranty	3 years on-site comprehensive warranty

**2. Desktops with AMD Processors for mid users:**

<b>Processor:</b>	AMD A6 series, 3.9 GHz Processor with 1 MB Total Cache or higher Or AMD A8 series, 3.5 GHz 4 Core, 4 MB Total cache or higher Or AMD A10 series , 4.1 GHz, 4 Core, 4 MB Cache or higher
<b>Chipset :</b>	Compatible chipset
<b>Other Specifications</b>	
Operating System	Preloaded with Windows 8.1 (or latest) Professional with 64 Bit which can be down gradable to Windows 7 Pro 64 bit
Motherboard	OEM Mother board with 3 PCI (PCI/ PCI Express)or more
Display	18.5" wide or larger TFT/LED Digital Color Monitor TCO-05 certified ,



	Make: Same make of PC
Keyboard & Mouse	104 keys or higher OEM USB Keyboard & Optical Scroll with USB interface
Memory	4 GB DDR3 1600 MHz upgradable upto 16 GB
HDD	500 GB 7200 rpm SATA or higher with Minimum 2 SATA connectors on Motherboard
Graphic Card	Integrated AMD HD Graphic card
Ports & Networking Facility	Integrated 10/100/1000 Mbps Gigabit LAN 6 USB Ports or more (at least 2 USB with 3.0), 1 Display port/VGA port, audio ports for microphone and headphone in front; TPM enabled 1.2 chip using any standard management software
DVD ROM Drive	8X or better DVD RW Drive
Power Efficiency	85% or more and minimum 250 w or higher
Anti-Virus	Pre-loaded anti-virus ( Norton/McAfee/ QuickHeal/Kasparsky/eScan/eTrust/ MS Fore Front) along with patches & updates for 3 years
Certifications	OEM- Windows 8.1 OS / Linux certification. Energy Star 5.0 or above /BEE Star Certified, RoHS compliance , EPEAT Gold
Warranty	3 years on-site comprehensive warranty

**3. Laptops with Intel Processor :**

<b>Processor:</b>	Intel Core i3 /i5( 1.7 GHz with minimum 3 MB Cache) or higher , Intel Core i7, ( 1.8 GHz with minimum 4 MB Cache) or higher,
<b>Chipset :</b>	Latest Compatible chipset
<b>Other Specifications</b>	
Operating System	Preloaded with Windows 8.1 (or latest) Professional with 64 Bit which can be down gradable to Windows 7 Pro 64 bit with recovery media and product key License/sticker
Motherboard	OEM Mother board
Display & Resolution	15.6" TFT/LED or higher; 1366x768 WXGA or higher
Keyboard & Mouse	OEM Standard Keyboard and touchpad
Memory	4 GB DDR3 1600 MHz upgradable up to 8 GB
HDD	500 GB 7200 rpm SATA or higher
Graphic controller & Audio	Integrated Graphic controller & Integrated Audio
Ports & Networking Facility	Integrated On-board 10/100/1000 Mbps NIC; Wireless LAN IEEE 802.11 b/g/n and Integrated Bluetooth v3.0 or higher. Min.2 nos. of USB 2.0 or Higher, Min.1 No of USB 3.0 or higher, 1 No. HDMI/ VGA , Multimedia card reader and Audio ports & Integrated Speaker
DVD ROM Drive	Optical DVD writer
Battery	230V, 50 Hz AC Supply with rechargeable Battery Pack -Lithium ion battery with minimum 4 hrs
Webcam	As per manufacturing standards
Anti-Virus	Pre-loaded anti-virus ( Norton/McAfee/ QuickHeal/Kasparsky/eScan/eTrust/ MS Fore Front) along with patches & updates for 3 years



Certifications	OEM- Windows 8.1 OS / Linux certification. Energy Star 5.0 or above / RoHS Star Certified, RoHS compliance , EPEAT Gold
Warranty	3 years on-site comprehensive warranty
Weight & Other Accessories	Less than 2.5 Kg (with DVD Writer); Carry Case along with necessary cables to be provided.

#### 4. Tablet Computers:

	7 inch tablet	8 inch tablet	10 inch tablet
Processor	Quad Core @1.2GHz or higher	Quad Core @ 1.2GHz or higher	Quad Core @1.2GHz or higher
RAM	1 GB RAM or higher	2 GB RAM or higher	2 GB RAM or higher
Internal Memory	8 GB or Higher	16 GB	16 GB
External Memory	Micro SD up to 32 GB	Micro SD up to 32 GB	Micro SD up to 32 GB
Ports	Micro USB 2.0 with OTG	Micro USB 2.0	Micro USB 2.0
Display	7" (- 0.1"/+0.4") Capacitive Touch with Multi Touch Gestures	8" (- 0.1"/+0.4") Capacitive Touch with Multi Touch Gestures	10" (- 0.1"/+0.4") Capacitive Touch with Multi Touch Gestures
Display Resolution	1024 x 600 Pixels, 16 Million Colors	1280 x 800 Pixels, 16 Million Colors	1280X800 Pixels, 16 Million Colors
Audio Jack	Yes	Yes	Yes
Wi-Fi	802.11/b/g/n 2.4GHz	802.11/b/g/n 2.4GHz	802.11/b/g/n 2.4GHz
Blue Tooth	Version 4.0	Version 4.0	Version 4.0
Inbuilt SIM Slot	2G & 3G SIM Slot	2G, 3G SIM Slot	2G & 3G SIM Slot
GPS	Yes	Yes	Yes
Cloud Storage	To be provided << Specify>>	To be provided << Specify>>	To be provided << Specify>>
Rear Camera	5MP or Higher Resolution	1.6 MP or Higher Resolution	1.6 MP or Higher Resolution
Front Camera	NA	5 MP or Higher Resolution	5 MP or Higher Resolution
Video Recording Resolution	NA	HD (1280 x 720) at 30FPS	HD (1280 x 720) at 30FPS
Video Playing Resolution	NA	1280 x 720 @ 30fps	HD (1280 x 720) at 30FPS
Sensors	NA	Accelerometer	Accelerometer
Battery	3000 mAH Li-Ion/Li-Pol Battery	4000 mAH Li-Ion/ Li-Pol Battery	4500 mAH Li-Ion/ Li-Pol Battery
Certifications	For OEM : ISO 9001 : 2008 BIS Certification	For OEM : ISO 9001 : 2008 BIS Certification	For OEM : ISO 9001 : 2008 BIS Certification
Warranty	1 Year Onsite comprehensive warranty	1 Year Onsite comprehensive warranty	1 Year Onsite comprehensive warranty
Operating System	Android Kit Kat/Windows 8.1 or latest versions	Android Kit Kat/Windows 8.1 or latest versions	Android Kit Kat/Windows 8.1 or latest versions

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**5. LaserJet Printers:**

Specifications	Entry Level Mono Printer	Mid range Plain Printer	Duplex & Network Laserjet Mono Printer
Speed	Minimum 12 ppm	Min 18ppm	Minimum 24 ppm
Resolution	Min.600 x 600 dpi		
OS Compatibility	MS Windows 2003/XP/7/ & Linux		
Interface	USB 2.0	USB 2.0	USB 2.0 and Ethernet
Paper size	A4/Letter		
Duplex	Manual	Manual	Auto Duplex
Cartridge	Cartridge should be supplied with full toner cartridge		
Power Saving	Should be available		

**6. Multi Function Printers:**

Specifications	Entry Level Multi-Function Printer	High Level Multi-Function Printer
Features	Print, Scan & Copy	Print, Scan, Copy & fax
Print Speed	Min 18ppm	Min 25ppm
Resolution	Min. 600 x 600 dpi	Min 600 x 600 dpi
Memory	Min.8MB or higher	64MB or higher
Copy speed	Min 20ppm	Min 25ppm
Scanner type	Flat Bed with ADF	
Interface	USB 2.0	USB 2.0 & Ethernet
Duplex	Auto Duplex	
Input tray capacity	Min. 50 sheets	Min. 100 sheets
Output tray capacity	Min.50 sheets	Min.100 sheets
Cartridge	Cartridge should be supplied with full toner cartridge	
Power Saving	Should be available	

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