

No. IT(F)11-8/2003
Government of Himachal Pradesh
Department of Information Technology

From

Secretary (IT, BT and S&T) to the Government of Himachal Pradesh.

To

1. All Heads of Departments in Himachal Pradesh.
2. All Managing Directors of Boards and Corporations in Himachal Pradesh.
3. All Deputy Commissioners in Himachal Pradesh.
4. Registrar, H. P. High Court, Shimla.
5. Secretary, H. P. Vidhan Sabha, Shimla.
6. Registrar, H. P. Administrative Tribunal, Shimla.
7. Registrar, H.P.University, Shimla-5.
8. Registrar, Dr. Y. S. Parmar University of Horticulture & Forestry, Solan, H.P.
9. Registrar, H. P. Agriculture University, Palampur, District Kangra, H.P.

Dated : Shimla-2, the 15th March, 2004

Subject: **Procurement of computer hardware**

Sir,

The Department of Information Technology has been receiving proposals from different Departments for giving advice regarding configuration, reasonability of rates and suitability of software/hardware platforms. It has been seen that the hardware/software configuration proposed by quite a few departments is not commensurate with the technical requirements. P-4 HT based machines are being purchased even for plain word processing or for rudimentary data-base applications. This results in avoidable wastage of about Rs.10,000/- per PC (nearly 30% of the cost) in some cases. Moreover, the rates of hardware mentioned in the proposals are exorbitant and serious deficiencies are noticed in the configurations being proposed. Although specific advices are being given on the cases received in the Department of Information Technology, yet some broad guidelines are being laid down here-in-below, so that this Department does not have to make a back reference unnecessarily:-

a. Wherever plain word processing/spread sheet application, simple presentations, rudimentary database applications, basic internet browsing are required to be run on a

PC, Celeron based machines (broad configuration given in **Annexure-I**) would suffice. In case of Server based networks, a Celeron based PC may be appropriate as a node, if the data resides on the Server.

- b. A P-4 based computer is required where in addition to the applications listed in point number 1 above, data processing needs are of higher level or if the data and application are to be run from the PC only or if multi media hardware/ software is to be used.
- c. Hyper threading technology is needed for running CPU intensive multiple tasks at the same time. **Hence, P-4 HT based machine should be purchased only for complex data bases, multiple searches/ queries, high end graphic applications (such as CAD/CAM) etc.**
- d. It has also been observed that there is undue emphasis on buying large number of PCs within the same premises of an organisation without any networking. **It is clarified that networking results in smooth file sharing among the users leading to higher efficiency (and saving in printing cost) in the organisation.** It also makes resource sharing possible. There is no need to buy printers/ CDROM/ DVDROM/ CD Writers with all the PCs (one Printer can be shared by many PCs depending on locational constraints). **Thus, the sharing of resources on a network not only enhances output of the employees, it also results in economy.**
- e. In case of UPSs too, it is advisable to take a high capacity UPS for a group of PCs instead of taking low capacity UPSs for each PC (while keeping redundancy in mind). A UPS designed for a single PC and printer will have to cater to the peak requirement of this printer and PC. However, if it is done for a larger number of PCs and printers, a smaller overall capacity will suffice as operational and surge current requirements will be averaged out. There is also a lot of confusion regarding the backup time of a UPS. It is clarified that for online UPSs, the requisite VAH of batteries should be calculated for a resistive load (e.g. a bulb or heater) as per the formula and illustration given in **Annexure-V**. The actual back up on computer load will be more than double the back up on resistive load. **The UPS received in the Department must be tested for the back up time by lighting a bulb or heater of appropriate wattage (VA of the UPS x power factor).**

2. Since the financial year is drawing to a close in the next few days, the cases for purchase of up to three PCs need not be sent to this Department for advice up to 31.03.2004, if the guidelines given in this letter are followed. However, any clarification, to select the PC as per the requirement, can be sought from this office over telephone or via e-mail i.e. dit@hp.nic.in (contact person Mr. Rajeev Sharma, Manager, IT). The bigger cases may be sent to this Department on A.D.'s file after keeping the aforesaid points in mind.

3. The Department of Information Technology had recently floated tenders for HIMSWAN (Himachal State Side Area network) and Land Records Computerisation. After detailed techno-commercial evaluation of the bids received from reputed manufacturers and protracted negotiations thereafter, the prices for state of the art (and technically appropriate/ compatible) configurations have been finalised [depicted in **Annexure-I** for PCs and Servers (M/s HCL Infosystems Ltd.), **Annexure-II** for Add Ons (M/s HCL Infosystems Ltd.), **Annexure-III** for Printers/ Peripherals (Hewlett and Packard & Wep Peripherals through HPSEDC for Laser Printers & Line Matrix Printers respectively and UPSs from Tritronics). **Though these rates were taken for the two projects mentioned above, yet the short listed companies have been persuaded to extend the benefit of low rates to all the State Government Departments, Boards, Corporations and Autonomous Bodies, that may wish to avail of their offer.** If any Department/ Organisation can avail better rates for an identical configuration from a reputed manufacturer (after following the procedure laid down by the Government), it is free to do so. However, these rates of PCs were finalised for high volumes. Hence, direct orders can be placed on M/s HCL for reasonable numbers of PCs/ Servers (say 10 or more). A copy of the Agreement signed with M/s HCL (running in 27 pages) giving detailed terms and conditions and configurations is being sent to you separately by email. For smaller quantities, the Department may choose to route their orders through the HPSEDC for which they are charging a consultancy fees of 4% (3% for single order valuing more than Rs. 5 lacs). The Departments may place even large orders through HPSEDC. In lieu of the nominal consultancy fees, HPSEDC has agreed to provide:-

- i. Basic hands on training facilities to user departments in small groups under a single roof;

- ii. Single-window after-sales & maintenance support with HPSEDC service team being responsible for prompt services by the hardware company. A team of personnel dedicated for this job can be contacted at phone No.2623394/2623513;
- iii. Proper integration of hardware & software; and
- iv. Small I.T. solutions.

4. The rates of PCs and Servers quoted by M/s HCL include Sales Tax (zero percent) against Form-C/ D or a legal declaration in terms of clause 11 of the agreement. It is also pertinent to mention here that the Boards, Corporations etc. that are registered under the Sales Tax Act will have to pay Central Sales Tax @ 10% (that accrues to Pondichery), if the order is placed directly on M/s HCL. On the other hand, HPSEDC can give Form-C and thus pay 0% CST. Thus, even if 4 % Local Sales Tax and 4 % margin of HPSEDC is included, it may still be cheaper for such Boards/ Corporations to buy through HPSEDC. Moreover, this 8 % amount remains within the State.

5. HPSEDC has also offered prices of Inkjet Printers, additional models of Laser Printers, Scanners from Hewlett and Packard. Considering the paucity of time before the end of financial year, these rates are being included as **Annexure-IV** to this letter. **The rates of Printers and Scanners given in Annexure-III and Annexure-IV include HPSEDC's margin and Sales Tax.** If the purchasing Departments/ Organisations find these rates competitive enough, they may decide to place their order on HPSEDC for these items also.

6. For all the items not listed in the Annexures, the procedure already approved by the Government may be followed.

(Sanjeev Gupta)
Secretary (IT, BT and S&T) to the
Govt. of Himachal Pradesh.

Endst. No. As above

Dated Shimla-2 the

March,2004

Copy for information and necessary action is forwarded to:-

1. The Additional Chief Secretary to the Govt. of H.P.
2. All Principal Secretaries/ Secretaries to the Govt. of H.P

Secretary (IT, BT and S&T) to the
Govt. of Himachal Pradesh.