

Government of NCT of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002
http://it.delhi.gov.in

F.No E-11/2/2015-DS (CCU)-Part(1) / 418

Dated 29.11.2018

Subject - Minutes of the meeting of Technical Evaluation Committee (TEC) held on 11.01.2018 at 12.30 PM, under the chairmanship of Secretary (IT), in his chamber at 9th Level, 'B' Wing, Delhi Secretariat, Delhi, to examine the IT related proposals of various Departments of Govt. of NCT of Delhi

- I.** List of members / participants present in the meeting, is placed as Annexure-I.
- II.** Proposals of the following departments were examined in the meeting. Department wise decisions of TEC are as under:

1. Institute of Human Behavior & Allied Science (IHBAS)

Proposal of IHBAS regarding setting up of LAN with procurement of Network related Hardware was placed in the TEC for technical clearance.

Representative of the IHBAS apprised the TEC that total 18 blocks are located at different locations in the IHBAS campus which need to be inter-connected by setting up of LAN. For this purpose, a network survey was done by the department for setting up of LAN in all premises of IHBAS and based on survey report, department has submitted technically verified Bill of Materials (BOM).

TEC examined and technically approved the LAN proposal and BOM submitted by IHBAS for setting up of LAN.

Further, TEC advised the IHBAS to engage one network administrator for a minimum period of 2 years for monitoring and management of the LAN after following codal formalities as per rules and regulations including financial instructions as per GFRs.

2. Transport Department

Proposal of Transport Department regarding procurement of following IT hardware was placed in the TEC for technical clearance:

Item	Qty
Computers	28
Printers	28

Representative of the transport department informed the TEC that above computers and printers are required for newly joined officers/ newly created offices of Transport department.

TEC discussed the proposal and decided that network printers shall be used by the branches of the Transport department in place of standalone printer.

Accordingly, TEC technically approved following IT items:

Item	Qty
Computers	28
Printers	12

3. Weights & Measures Department (Legal Metrology Department)

Proposal of Weights & Measures Department regarding procurement of following VMs on NIC cloud was placed in the TEC meeting for technical clearance:

S.No	VM	Qty
1	VM of 4vCPU, 32 GB Ram, 60 GB storage, OS Windows, under PaaS services	02
2	VM of 4vCPU, 16 GB Ram, 60 GB storage, OS Windows, under PaaS services	02
3	Additional 50 GB storage	08

It was informed to the TEC that department requires above VMs on NIC Cloud to migrate existing application software and data base related to issuance of verification certificates in respect of Weights and Measures and online facility for grant of/and renewal of various licenses which are running on old local server.

TEC examined and technically approved the proposal.

4. Ambedkar University Delhi (Two Proposals)

1st proposal of Ambedkar University regarding procurement of 42 nos. of computers and 20 Nos. of printers for the Kashmere Gate Campus was examined by the TEC in the meeting.

Representative of the University explained the following in respect of requirement of above IT hardware before the TEC:

- 20 Computers are required for newly joined 20 faculty members in academic session 2017-18. These desktops would enable these faculty members to prepare for the classes and access online assignments submitted by the students, thus facilitating efficient teaching learning process to various Undergraduate, Post Graduate and Research programs at Kashmere Gate Campus.
- 22- Desktops are required for the 22 newly joined staff in Kashmere Gate Campus. This includes supervisory and clerical level staff including Deputy Registrar, Assistant Registrars, Executives, Junior Executives, Assistants, Library staff, IT staff etc for office work.
- 20 nos. of printers are required for newly joined Professors, Dean, Director and administrative staff
- LAN is available in the campus

TEC discussed and technically approved the proposal

2nd proposal of Ambedkar University, Delhi relating to procurement of following IT related items for the newly created Karampura Campus was examined by the TEC:

S.No	Item	Qty
1	Desktops	105
2	Laptops	30
3	Laser Printers	10
4	Heavy duty printers	01
5	Heavy duty scanner	01
6	Server virtualization s/w	For 02 server 2 Core
7	Mini CPU	02
8	UPS 1 KVA	25
9	UPS 10 KVA	02
10	L2 Switch	10
11	L3 Switch	02

Representative of the University explained the following in respect of requirement of above IT hardware before the TEC:

- 80 computers are required for 2 new computer labs, each lab is having capacity of 40 students.
- 25 computers are required for newly joined staff members and senior level officers including Chairperson.
- 30 Laptops are required for newly joined faculty members who are teaching courses in various programs, for classrooms & laboratory work and research purposes.
- 10 printers are required for newly joined 25 members of staff and faculty members.
- 01 Heavy duty laser printer (colour, 45 ppm) required for degree printing on 350 GSM paper with duplex feature.
- 01 Heavy duty scanner (50 ppm, duplex) is required for scanning of degrees for digital record keeping.
- 10 Nos of L2 Switches are required for 2 new blocks to inter connect existing LAN.
- 02 Nos of L3 Switches are required for network routing

TEC examined and technically approved the proposal with the specifications given by the University.

5. Maulana Azad Medical College (MAMC)

Proposal from MAMC regarding procurement of 47 Nos. of printers including 2 heavy duty printers was placed in the TEC meeting for technical clearance

TEC was apprised that earlier TEC of IT Department had approved 79 printers in its meeting held on 24.07.2015 against condemnation. On the observation of Finance Department, IT department had asked MAMC to re-assess the requirement of printers after implementation of e-office.

MAMC has reassessed the requirement and has brought down the requirement of printers from 79 to 47 (including 2 heavy duty printer). MAMC has also informed that further reduction in numbers is not possible since these are required for academic departments which cannot be networked due to their locations in different floors and buildings.

TEC examined and technically approved the proposal of MAMC.

III. Observation of TEC regarding policy for procurement of printers- TEC observed that departments are sending proposal for procurement of printers on the basis of 1:1 ratio which may increase operational & maintenance cost. TEC recommended that in order to reduce operational & maintenance cost of printers and AMC cost, a policy for procurement of printers needs to be devised by Department of Information Technology which may include:

- (i) Providing network printer for staff below the level of Dy. Secretary or equivalent
- (ii) Officers from Dy. Secretary or equivalent and above may be allowed standalone printer.

IV. The current standard specifications of IT equipment are enclosed at Annexure-II.

V. The approvals by this Committee (TEC) are subject to the condition that respective Departments shall complete all codal formalities as per Rules and Regulations including financial instructions / guidelines for calling of tenders (as per GFRs etc.) in this regard.

VI. The above approvals are also subject to the condition that the above said Departments shall have to take approval of the Finance Department, whichever necessary, in accordance with Cabinet Decision No. 1585 dated 03.11.2009.

VII. TEC also ratified the minutes of last meeting Dt.21.12.2017 held under chairmanship of Secretary (IT).

The meeting ended with vote of thanks to the Chair.

Vijay Shash
System Analyst

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Dated: 29/1/2018

Copy to:













1. Director (Planning) Planning Department, GNCTD.
2. Special Secretary (Finance), Finance Department, GNCTD.
3. Special Secretary (IT), Information Technology Department, GNCTD.
4. Dr. Rakesh Gupta, SIO, NIC, Delhi State Unit, 'B' Wing, 3rd Level, Delhi Secretariat.
5. Dr. M.P.S.Bhatia, Professor, Netaji Subhash Institute of Technology, Sector 3, Dwarka, N Delhi.
6. Dr. Manoj Kumar, Professor, Ambedkar Institute of Advanced Communication Technology and Research, Geeta Colony, Delhi.
7. Sh Santulan Chaubey, Joint Director, D.I.T., GNCTD.
8. All Departments concerned.

Vijay Shash
System Analyst

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Annexure - I

Govt. of NCT of Delhi
Department of Information Technology,
9th Level-B-wing, Delhi Secretariat, I.P. Estate, New Delhi - 110113.
Attendance sheet of meeting of TEC held on 11-01-2018 at 12.15 PM

SN	Name & designation of the officer	Name of the Department	Mobile No	Email	Signatures
①	Dr. S.K Pandey (OIC (comp.))	IHBAS	9868336866	shbasli@rediffmail.com	
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12.	Manju Saks	PIG	9868276044	manju.saks@gov.in	

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STANDARD SPECIFICATIONS OF IT EQUIPMENTS

S.No.	Item Specification
1	Desktop as mentioned or equivalent: Intel core-i5/i7 or similar, 4 GB RAM or higher, 500 GB SATA HDD 7200 RPM or higher, 18"/19" TFT, OEM Keyboard & Mouse, Operating System (Windows/Linux) Integrated sound and graphics.
2	Desktop as mentioned or equivalent: Intel core-i5/i7 or similar, 4 GB RAM or higher, 500 GB SATA HDD 7200 RPM or higher, 18.5"-20" TFT, OEM Keyboard & Mouse, Operating System (Windows/Linux) Integrated sound and graphics.
3	Laser Jet Printer as mentioned or equivalent: Printer as mentioned or equivalent (Mono Laser, 14-25 PPM, A4, 600X600 dpi or higher, Connectivity – USB, Network optional, Duplex optional.
4	Multifunctional Printer (SCAN/Copy/Print) or equivalent – 14-25 PPM, Mono (A4 size, 600X600 dpi or higher Scanner – Flatbed and ADF, resolution upto 2400 dpi, USB and Ethernet interface.
5	Laptop with specification as mentioned or equivalent: Processor: Intel Core i5/i7 or similar main memory: 4 GGB RAM, wireless LAN, Integrated webcam, up to 17" Display, DVD Writer, Integrated Sound and graphics.
6	Network printer(Laser) as mentioned or equivalent: Mono Laser, 25-50 PPM, A4, 600X600 dpi or higher, Connectivity – Network enabled, duplex, wireless connectivity (scan & copy optional)
7	Color Laser Printer as mentioned or equivalent : up to 25 PPM color and mono print feeder speed , A4 size page , 600 dpi or higher, USB, wireless connectivity, duplex