

Guidelines for procurement of Desktop PCs and Laptops

The configuration of Desktop PCs and Laptops mentioned below are to be interpreted as 'Model Technical Specifications' with reference to OM # W-43/4/2020-IPHW (17.04.2021) issued by MeitY. The below mentioned configurations and price ceilings apply to all members equally.

1. Configuration and price ceiling for Desktop PCs

a) For Academic (including students and postdocs) and Technical staff

The specifications should not exceed the following :

Intel i7/nth Gen or AMD Ryzen(n) processor with 16 GB RAM, 512 GB SSD and 1 TB HDD, 24 inch monitor, Mouse and Keyboard, Windows 11 (Pro) and 5 year warranty.

- 'n' refers to the latest generation processor currently available.
- Price of desktop PCs to not exceed Rs. 1.30 lakhs including GST.
- All components as specified above must be procured as a single unit.

b) For Non-academic and non-Technical staff

The specifications should not exceed the following :

Intel i5/nth Gen, AMD Ryzen(n) processor with 8 GB RAM, 512 GB SSD, 24 inch monitor, Mouse and keyboard, Windows 11 (Pro) and 5 year warranty.

- 'n' refers to the latest generation processor currently available.
- Price should not exceed Rs. 80000.00 including GST.
- All components as specified above must be procured as a single unit.

2. Configuration and price ceiling for Laptops

Laptops to be procured only for permanent staff of the Institute.

- a) For Academic and Technical staff: Price of the laptop should not exceed Rs. 1.30 lakhs including GST.
- b) For non-academic and non-technical staff: Price of the laptop should not exceed Rs. 80000.00 including GST.

Terms and conditions:

The procurement of desktop PCs and laptops as per the configuration and price ceilings mentioned above will be subject to the following:

- i. The same product (i.e., Desktop PCs and Laptops) cannot be indented within a block of 5 years excluding situations such as irreparable damage to the system.
- ii. The specifications and price ceilings mentioned for Desktop PCs and Laptops are to be reviewed every 3 years.
- iii. Purchase procedure : Desktop PCs and laptops must be procured through the GeM portal in accordance with guidelines set by GoI from time to time. The concerned person is advised to take help of Stores & Purchase section in this matter.
- iv. Safety, Security & Maintenance of the device : The concerned person to whom the device is issued shall be wholly responsible for the safety, security and maintenance of the device. S/He shall also be wholly responsible for the security of the data/information even though the device will continue to be the property of IIA. The concerned person shall also take precaution so as not to install any pirated software(s) on the device(s) provided.
- v. Retention/Replacement of the device : If a staff member has been issued a new device, then post completion of 5 years of usage, s/he shall retain the issued device provided s/he has not indented any new laptop in the 5 year block period. In case where, at the time of purchase of device if the residual service of the concerned staff member is less than 5 years or the staff member leaves the service within 5 years of purchase of such device, the member concerned will have the option of retaining the device by paying the amount after deducting the depreciation.

Replacement request shall be raised as new/fresh indent if the device cannot be covered under warranty due to physical damage or any other reasons. The OEM should certify the same and in such cases the concerned staff member shall raise a new indent with proper justification as to why a replacement was required before 5 years of block period.

- vi. Conditions at the time of transfer, superannuation etc.: To be in accordance with OM # F.No. 08(34)/2017-E.II(A) dated 20.02.2018, issued by the Ministry of Finance.