



ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਅਤੇ ਲੋਕ ਸ਼ਿਕਾਇਤਾਂ ਵਿਭਾਗ

GOVERNMENT OF PUNJAB
DEPARTMENT OF GOVERNANCE REFORMS & PUBLIC GRIEVANCES

Letter No.: DGRPG/Technical Sanctions/E-123853/I/811566/2024

Dated: 27-03-2024

To

1. All Administrative Secretaries
2. All Deputy Commissioners

Subject: Regarding issuance of technical sanction to Administrative Departments (ADs) for procurement of IT hardware and updated specification of IT hardware.

With reference to subject cited above, The Department of Governance Reforms & Public Grievances has finalized the general specifications for the IT hardware to be procured for State Government offices. The item wise recommended details are as below:-

Sr. No.	Officers/Officials/Office	Item Name	Specifications
1	Officers/Officials	All in One/ Desktop/ Laptop	Processor: 13th Generation Intel Core i5 or 13th Generation Intel Core i7 or 7000-Series AMD Ryzen 5 or 7000-Series AMD Ryzen 7 Graphics: Integrated Graphics Card Operating System: Pre-installed "Windows 11 Professional (Factory Loaded) Memory (RAM): 16 GB DDR 4 Storage Disk: SSD 512 GB or higher Display (In Case of Desktops/AIOs): 23.8", IPS / VA, FHD, Antiglare (In Case of Laptop): 14", IPS / VA, FHD, Antiglare Display Hinges Webcam (In Case of AIOs/Laptops): Integrated HD

Sr. No.	Officers/Officials/Office	Item Name	Specifications
			<p>webcam</p> <p>Speakers & MIC (In Case of AIOs/Laptops): Integrated dual Speakers with MIC</p> <p>Connectivity: 10/100/1000 Gigabit Ethernet Port Integrated</p> <p>WiFi and Bluetooth (In Case of AIOs/Laptops): WiFi 6 and Bluetooth 5.2 or higher</p> <p>Ports:</p> <p>In Case of Desktops/AIOs: 4 x USB 3.0 Gen 1, 1 x Type-C and 1 x HDMI out</p> <p>In Case of laptops: 2 x USB 3.0 Gen 1, 1 x Type-C and 1 x HDMI out</p> <p>Keyboard and Touchpad (In Case of Laptops only): Backlit and Spill Resistant keyboard. Touchpad with multi touch gestures enabled</p> <p>Keyboard & Mouse (In Case of Desktops/AIOs): Wired / Wireless - 100 keys or higher. Wired / wireless two button optical mouse with mouse pad.</p> <p>Battery (In Case of Laptops only): Li-ion, 3 Cell 45 Whr. with a minimum back up of 8 Hrs.</p> <p>Power Adaptor (In Case of Laptops only): Standard OEM power adapter.</p> <p>Power Supply: Compatible power supply with 85% efficiency</p>

Sr. No.	Officers/Officials/Office	Item Name	Specifications
			<p>or better.</p> <p>Weight (In Case of Laptops only): Not more than 1.7 kg</p> <p>Warranty: 3 years onsite warranty. Warranty should be online verifiable.</p> <p>Certifications: Energy Star compliant or EPEAT registered in India, RoHS Compliance / Certification, BIS Certification and OS Certification – Windows</p> <p>Accessories:</p> <p>In Case of Desktops/AIOs: All necessary connectors, power cables and power adapters as per Indian Standards</p> <p>In Case of Laptop: OEM carry bag, power cables and power adapters as per Indian Standards</p> <p>Note: (In Case of Desktops/AIOs) Display, keyboard and mouse should be of same OEM.</p>
2	Officers/Officials	UPS	<p>Capacity of UPS –</p> <p>If only Desktop is connected through UPS - 650 VA line interactive UPS</p> <p>Rating: 650 VA</p> <p>Technology: MOSFET-PWM</p> <p>Inverter Efficiency: 70% or better</p> <p>Enclosure: ABS</p> <p>Backup: Minimum 20 minutes on full load</p>

Sr. No.	Officers/Officials/Office	Item Name	Specifications
			<p>Input: (Volt) Single Phase AC (160-280 V)</p> <p>Rated Output: 230v AC 50 Hz</p> <p>Protection: Low battery</p> <p>IS16242-Part 1 CRS certification: Yes</p> <p>Type of lab which carried out Test of Complete Product to prove the conformity of product as per specification: Certificate of Govt. Lab/NABL/ILAC accredited for UPS Testing</p> <p>Warranty: Onsite warranty of 1 year for Battery and minimum 2 years for UPS</p> <p>If Desktop and Printer both are connected through UPS - 1 KVA line interactive UPS</p> <p>Rating: 1 KVA</p> <p>Backup: Minimum 30 minutes on full load</p> <p>Rest all other specifications as above.</p>
3	Officers/Officials	Printer/ Multi-functional Printer	<p><u>SFP Mono</u></p> <p>Print Technology: Laser or Ink-tank (as per requirement)</p> <p>Print Output: Monochrome</p> <p>Cartridge Technology: For laser: Toner cartridge For ink-tank: Ink tank</p> <p>Print Size: A4</p> <p>Minimum Memory (RAM): 32 MB</p>

Sr. No.	Officers/Officials/ Office	Item Name	Specifications
			<p>Minimum Speed per Minute as per ISO/IEC 24734 standard in A4: For laser: 18 or higher ppm For ink-tank: 20 ipm</p> <p>Main Tray Capacity: 100 pages</p> <p>Yield of Cartridge/Ink Tank/ Ink supplied with Machine as per ISO/IEC: 19752/2004(E):</p> <p>BIS Registration under CRS of MeitY: Yes</p> <p>OEM Warranty: 1 year onsite warranty</p> <p><u>MFP Mono</u></p> <p>Print Technology: Laser or Ink-tank (as per requirement)</p> <p>Print Output: Monochrome</p> <p>Cartridge Technology: For laser: Toner cartridge For ink-tank: Ink tank</p> <p>Copy / Scan / Print Size: A4</p> <p>Memory (RAM): 256 MB</p> <p>Minimum Speed per Minute as per ISO/IEC 24734 standard in A4: For laser: 25 ppm For ink-tank: 20 ipm</p> <p>Scanning Feature: Yes (Color)</p> <p>Duplexing Feature: Yes (Automatic without human intervention)</p> <p>Document Feeder Type: ADF</p>

Sr. No.	Officers/Officials/Office	Item Name	Specifications
			<p>Network and WiFi availability: Yes</p> <p>Main Tray Capacity: 100 pages</p> <p>Yield of Cartridge/Ink Tank/ Ink supplied with Machine as per ISO/IEC: 19752/2004(E): For laser: 1500 For ink-tank: 5000</p> <p>Duty cycle: 20,000 pages</p> <p>BIS Registration under CRS of MeitY: Yes</p> <p>OEM Warranty: 1 year onsite warranty</p> <p><u>SFP Color</u></p> <p>Print Technology: Ink-tank</p> <p>Print Output: Color</p> <p>Cartridge Technology: Ink tank</p> <p>Copy / Scan / Print Size: A4</p> <p>Memory (RAM): 256 MB</p> <p>Minimum Speed per Minute as per ISO/IEC 24734 standard in A4 (Color): 7 ipm</p> <p>Minimum Speed per Minute as per ISO/IEC 24734 standard in A4 (Mono): 15 ipm</p> <p>Duplexing Feature: Yes (Automatic without human intervention)</p> <p>Network and WiFi availability: Yes</p>

Sr. No.	Officers/Officials/Office	Item Name	Specifications
			<p>Main Tray Capacity: 100 pages</p> <p>Yield of Cartridge/Ink Tank/Ink supplied with Machine as per ISO/IEC:</p> <p>19752/2004(E): 5000</p> <p>Duty cycle: 5,000 pages</p> <p>BIS Registration under CRS of MeitY: Yes</p> <p>OEM Warranty: 1 year onsite warranty</p>
4	Office (One in Each Branch where dak will be scanned (Nos depending upon inward dak))	Scanner	<p>Type: Integrated Sheet Fed & Flat Bed</p> <p>Scanning technology: CDD</p> <p>Daily Duty Cycle (Number of Pages): 3000</p> <p>Minimum Monochrome scan speed: 40 or higher</p> <p>Minimum Color Scan Speed: 40 or Higher</p>
5	Officers/Officials	Office	Open Office
6	Officers/Officials	Free Antivirus (Trend Micro)	<p>Step for installation of Trend Micro Antivirus through below mentioned link:-</p> <p>https://dgrpg.punjab.gov.in/wp-content/uploads/2022/07/Steps-for-Installing-Trend-Micro-Apex-One.pdf</p>
7	Officers/Officials/Office	Web Cam	<p>Lens (Mega Pixel): 3 or Higher</p> <p>Maximum Video Resolution: 1920 X1080 or Higher</p> <p>Warranty: 1 Year or Higher</p>

Sr. No.	Officers/Officials/Office	Item Name	Specifications
8	For Conference Room	Video Conferencing System (VC Setup)	<p>Video Conferencing System</p> <p>Resolution: 1080 , 30 fps or Higher</p> <p>Minimum Bandwidth: 2048</p> <p>Type of Camera: PTZ</p> <p>Camera Control: Automatic</p> <p>Optical Zoom: 12 X</p> <p>Field of View at Zoom (Degree): 70</p> <p>Pan range Minimum to Maximum (+/- Degree): +/- 170 degrees</p> <p>Tilt Range (Degree): +/-20 degrees</p> <p>Video coding support protocol: H.264 AVC, H.265</p> <p>System supports sharing of video and graphics content during the video call: 1080 , 30fps</p> <p>Microphone supported: 3</p> <p>Microphone supplied: 2</p> <p>Number of camera support from the Same OEM: 1 or more</p> <p>Number of Ethernet connection points for system supports for RJ-45, 10/100/1000 Mbps Base-T Ethernet connection: 1</p> <p>System to be IPv6 ready from day one: Yes</p> <p>Protocol & the offered system is inter operable H-323AVC/SVC based VC</p>

Sr. No.	Officers/Officials/Office	Item Name	Specifications
			<p>equipment in a P to P call on VC end point: Yes</p> <p>Input HDMI: 3</p> <p>Output HDMI: 2</p> <p>Type of Microphone: Omni Directional</p> <p>UL/CE certification: Yes</p> <p>On Site OEM Warranty: 1 Year or Higher</p> <p>(Note :- The VC system should have inbuilt USB Pass-through functionality to use the VC system as an external camera and microphones when connected to a Laptop/PC to join any cloud based VC platform like Webex, MS Teams, Blue Jeans, Google Meet, NIC Bharat VC, NIC Vidyo etc. It should be possible to Mute/Unmute all the microphones and control camera functionality from the same remote control/touch control panel during USB pass-through mode. The system should be supplied with 9mtrs. single USB 3.0 cable from the same OEM for USB Pass-thru mode for seamless functionality).</p>

2. The Administrative Departments which are procuring hardware as per the specifications issued by DGRPG and as per the procurement guidelines issued by Government of Punjab, from time to time, do not need to obtain technical sanctions for the same – for the hardware purchase upto ₹ 10 lakhs – to avoid unnecessary delays.

3. If any Administrative Departments, wants to purchase hardware above ₹ 10 lakhs and/or not as per specifications issued by DGRPG, only then they may send the request for issue technical sanctions and performa for technical sanction is placed at Annexure – A.

4. Administrative Departments may procure IT hardware on their own, as per specifications issued by DGRPG from GeM or any procurement method as per the Government Norms/Guidelines.

5. You are requested to issue necessary instructions to the officers reporting to you to procure the required hardware through GeM Portal, Keeping in mind the specifications recommended in the above table.


Girish Dayalan, IAS
Director, DGRPG

Government of Punjab
Directorate of Governance Reforms
Checklist for Technical Sanction of IT Items

Date:.....

SN	Particulars	Response
1. General information about the proposal		
1	Brief of the proposal	
2	Whether system study conducted?	
3	Person / Agency responsible who conducted system study and brief outcome of the study	
4	Is there any Administrative Reforms integrated with the proposal by way of simplification/ elimination of process? If yes give brief description.	
5	What are the expected outcomes of the proposal?	
2. Hardware Section		
6	Type of Usage (PI tick the appropriate option)	<ul style="list-style-type: none"> • MS office Processing • Running internal operation like accounting software, inventory software etc. • Providing Service to Citizens (G2C) • Providing Services to Business (G2B) • Providing Services to Employees/ Other Department (G2E/G2G) • Any other (pl specify)
7	Whether any centrally funded e-Governance/ computerization project/ Mission Mode Project currently under implementation or under plan to be implemented in next 6 to 12 months in the department? If yes, PI write name of the project.	
7(a)	If yes, whether the existing requirement can be has been compared properly and checked that there is no duplicacy of resources?	

Government of Punjab
Directorate of Governance Reforms
Checklist for Technical Sanction of IT Items

8	Whether any State funded e-Governance/ computerization project/ Mission Mode Project currently under implementation or under plan to be implemented in next 6 to 12 months in the department? If Yes, PI write name of the project.	
8(a)	If yes, whether the existing requirement has been compared properly and checked that there is no duplicacy of resources?	
9	Is there any requirement of any software/ application that has to be procured along with hardware?	
9(a)	Name of Software Application Planned	
9(b)	Whether the software has already been procured?	
9(c)	If not, by when the same shall be available?	
3. Software Section		
10	Name of Software Application planned	
11	Whether the software/application has been procured/ developed?	
11(a)	If not, by when the same shall be available/ ready?	
11(b)	If under development what is the name of the development agency?	
12	Whether any centrally funded e-Governance/ computerization project/ Mission Mode Project currently under implementation or under plan to be implemented in next 6 to 12 months in the department? If yes, PI write name of the project.	
12(a)	If yes, whether the existing requirement has been compared properly and checked that there is no duplicacy of resources?	

Government of Punjab
Directorate of Governance Reforms
Checklist for Technical Sanction of IT Items

13	Whether any State funded e-Governance/ computerization project/ Mission Mode Project currently under implementation or under plan to be implemented in next 6 to 12 months in the department? If Yes, PI write name of the project.	
13(a)	If yes, whether the existing requirement has been compared properly and checked that there is no duplicacy of resources?	
4. Networking Section		
14	Whether LAN (Local Area Network) required or not?	
14(a)	If yes, number of LAN points available for plug in?	
14(b)	If not, by when the LAN points shall be available?	
15	Whether systems to be used on any WAN (Wide Area Network)?	
15(a)	If yes, name of the WAN to be used?	
15(b)	If not, by when the WAN shall be available?	
16	Whether required electric power to run these resources is available?	
16(a)	What is the power backup plan?	
5. Human Resource		
17	Whether any additional manpower is required to operate these resources?	
17(a)	If yes, whether the required manpower is in place & if no, by when the same shall be available?	
18	Whether training of manpower required to utilizing resources under proposal? If yes, give brief description of training required.	

Government of Punjab
Directorate of Governance Reforms
Checklist for Technical Sanction of IT Items

18(a)	Whether the required training has been planned in such a manner that resources under proposal shall not be remain idle for abnormal time after procurement?	
6. Cost & Inventory		
19	Total Cost of the Proposal?	
20	Whether the cost is budgeted?	
21	Whether the file has been approved by the internal accounts/ finance wing of your department?	
22	Whether the proposal has been approved by Principal Secy. / Secy. Concerned as per delegation of power?	
23	Whether a Stock register has been properly maintained by the department for all IT items and stock entry has been ensured for all previous purchases?	
24	When was the last stock taking carried out?	
25	When was the last stock condemnation carried out?	

Any other detail not covered in above list:

Government of Punjab
Directorate of Governance Reforms
Checklist for Technical Sanction of IT Items

Summary of the Proposal

Sr. No.	Item Required	Type Of Requirement (new/replacement)		Quantity Required	Existing Quantity	User	Location	Brief Reason For Requirement
		New	Replacement					

<u>Prepared by:</u>	<u>Verified by:</u>	<u>Approved by:</u>
Name	Name	Name
Signature	Signature	Signature
Date	Date	Date
Phone No.	Phone No.	Phone No.

Notes:-

1. Please do not leave any field blank. Where ever the field is not applicable, please write "N/A"
2. Please add additional sheet(s) where ever required.
3. If required, any additional document can be attached to support the checklist.
4. Phone / Mobile number is essential for taking any clarification.