



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

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No.11041/217/2007-Admn.

14.07.2009

POLICY MATTERS – ADMINISTRATION/FINANCE (53/2009)

(Decision taken on Admn. Division File No. 110041/83/2006)

Sub: Norms for purchase of computer hardware and peripherals at PIUs.

The following norms for purchase of Computer Hardware and peripherals at PIUs have been decided with the approval of the Competent Authority:-

- (i) One Desktop Computer may be provided to each employee working in PIU (not the social worker or consultant or contractor employee).
- (ii) One stand-alone laser printer may be provided to PD, each Manager / Sr. AO/ AO and thereafter one stand-alone laser printer may be provided per two employees.
- (iii) In order to share the files and peripherals like printer etc., PIU may establish Local Area Network by using one computer as server. However, for this no additional computer shall be provided. One computer may be used as desktop computer in addition to act as server.
- (iv) Peripherals like UPS, etc may be provided as per the computers installed.
- (v) IT division will provide technical specifications of computer hardware and peripherals once in a year. The technical specification of Desktop and stand-alone laser printer is enclosed at **Annexure-I**. The estimated cost as per Delhi pricing for each desktop (including Windows Vista and antivirus software) is Rs. 38,000/- and stand-alone laser printer is Rs. 7,000/-.
- (vi) Before initiating the procurement process, PDs have to take specific approval regarding number and specifications of computers hardware to be purchased from NHAI Headquarters giving following details as per **Annexure-II**.
 - (a) Existing Computer Hardware available with PIU having details like detailed specification, year of purchase, condition and utilization
 - (b) Proposal for purchase with specifications for purchase and required for and likely cost of expenditure
 - (c) Existing staff strength (with details of regular employees or contract employees) and staff strength proposed to join in next 6 months.

2. PIU will procure computer hardware and peripherals locally after following the laid down procurement procedures and guidelines.

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3. Project Directors will be responsible for maintaining stock of the existing and new computer hardware and peripherals. Unserviceable computers will be disposed by the PD after furnishing full details to IT Division and obtaining specific approval for their disposal from Administration Division.
4. This issue with the approval of Competent Authority.



(S.K. Nirmal)
General Manager (Coord.)

Encl: As above

To:

1. PS to Chairman
2. PS to All Members
3. PS to All CGMs/CVO
4. All GMs/DGMs/Managers
5. All PIUs/CMUs/SPVs
6. Librarian/Hindi Officer

TECHNICAL SPECIFICATIONSSPECIFICATION FOR THE DESKTOP AS ON JULY' 2009

PARAMETER	MINIMUM SPECIFICATION REQUIRED
Microprocessor	Intel Core 2 Duo E8300 (2.83 GHz)
Chipset	Intel G33 or above Chipset
Monitor	19" Color TFT
Cache	6 MB
RAM	2 GB RAM
Hard Disk Drive	250 GB
Optical Drive	DVD writer
Network	Gigabit Ethernet (10/100/1000)WOL (Wake on LAN) & Additional 10/10/1000 NIC Card through PCI
Interfaces	Serial 1 USB 4 Graphics 1 (Optional) Pointing Device 1 (Optional) Key Board 1 Mouse 1 Management Port 1 (Ethernet) LPT Port 1
Key Board	One Keyboard
Mouse	One Optical Scroll Mouse
Operating System Support	Microsoft Windows Vista Business
Anti-virus pre-loaded	Norton or McAfee or Symantec or equivalent Antivirus (Latest Version) with minimum 1 year license subscription in the name of NHAJ.

SPECIFICATION FOR THE B/W LASER PRINTER AS ON JULY' 2009

PARAMETER	MINIMUM SPECIFICATION REQUIRED
Print Speed	Up to 14 ppm
Processor speed	266 MHz
Monthly volume	5000 pages
Print quality, black	Up to 600 x 600 dpi or better.
Input capacity	Up to 150
Output capacity	Up to 100
Duplex printing (printing on both sides of paper)	Manual (driver support provided)
Media sizes	Paper, Letter, Envelopes, labels, transparencies, Postcards
Memory	2 MB
Connectivity	Hi Speed USB 2.0 port
Cables	Power Cord & USB Communication Cable.
Warranty	Three years comprehensive onsite warranty excluding consumables (please give the detailed list of consumables, which will not be covered in warranty). Provide complete item wise list (with part numbers) of printer parts and spares not covered under warranty. All other parts, for which the part numbers do not appear in this list, shall be covered under the warranty.
Printer Driver	Win XP/2000/2003/Vista
Suggested Brand	HP, Epson, Cannon or equivalent

Annexure – II

Format for seeking approval of Purchase of Computer Hardware and Peripherals

Existing Computer Hardware (Including Server / Desktop / laptop / printer)

Sl. No.	Equipment with Detailed specifications	No.	Year of purchase and Purchase Cost (In Rs.)	Condition	Utilization

Proposal for purchase

Sl. No.	Equipment with Detailed specifications	No	Likely cost (In Rs.)	Justification for Purchase and required for

Staff: Strength

Number of Officers / staff who will be using computer					
		Officer	Accounts/ Staff	Others	Total
1.	Existing (with details of regular employees or Contract* employees)				
2.	In next 6 months				

Note (*): if Contract employees the period of Contract staff me be informed.