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DEPARTMENT OF INFORMATION TECHNOLOGY
GOVERNMENT OF SIKKIM

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NOTIFICATION

With the increase in use of IT in Government functioning, it is imperative that Government departments follow certain standards. In Desktop and Laptop computer procurement, the Application Software deployment on this Hardware become uniform and enables sharing of data across departments easier. This makes different applications talk to each other which will harness the potential of IT in providing improved services to the citizens and improving internal working efficiency of the departments and the Government as a whole.

IT hardware constitutes a major cost of any IT project. Adherence to best practices can help in procuring right size of the hardware, bring down cost of procurement substantially and reduce risk of IT hardware becoming obsolete before its useful life period.

To address the issues of hardware replacement, software up-gradation and interoperability of applications, the following 'policy guidelines' are issued for adoption by all Departments and agencies of the Government of Sikkim.

By Order and in the Name of the Governor.

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-Sd/-
Chief Secretary
Government of Sikkim

Copy To:

1. All Heads of Department
2. Principal Secretary to HCM for information
3. Deputy Secretary, Home Department for publication in the Gazette
4. Pr. PS to the Chief Secretary for information
5. File
6. Guard File

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Additional Director
Department of Information Technology

GUIDELINES FOR PROCUREMENT OF DESKTOP/LAPTOP COMPUTERS

Sl. No.	Item	USAGE				
		Data Entry Operator	General User	Multimedia User	Programmer	Sr. & Top Management
1	Processor	Minimum: Intel® Core™ i3 2100 or Higher in Core™ i3	Minimum: Intel® Core™ i3 - 2100 or Higher in Core™ i3	Minimum: Intel® Core™ i7	Minimum: Intel® Core™ i5 Maximum: Intel® Core™ i7	Minimum: Intel® Core™ i3 - 2100 or Higher in Core™ i3
2	Graphics	On Board	On Board	Dedicated Graphics Card	On Board	On Board
3	RAM	Minimum : 1 GB DDR3 Maximum: 2 GB DDR3	Minimum: 2 GB DDR3 Maximum: 4 GB DDR3	Minimum: 2 GB DDR3 Maximum: 4 GB DDR3	Minimum: 4 GB DDR3 Maximum: 8 GB DDR3	Minimum: 2 GB DDR3 Maximum: 4 GB DDR3
4	HDD	Minimum: 80 GB Maximum: 160 GB	Minimum: 160 GB Maximum: 250 GB	Minimum: 250 GB Maximum: 500 GB	Minimum: 250 GB Maximum: 500 GB	Minimum: 160 GB Maximum: 250 GB
5	Optical Drive	DVD Reader Writer (Optional)	DVD Reader Writer (Optional)	DVD Writer	DVD Writer	DVD Reader Writer (Optional)
6	Network Interface	Gigabit Ethernet adapter	Gigabit Ethernet adapter	Gigabit Ethernet adapter	Gigabit Ethernet adapter & Wireless modem for Broadband Internet	Gigabit Ethernet adapter
7	Audio	On Board Audio	On Board Audio	Internal PCI Dedicated Sound Card with 5.1 Ch/7.1 Ch Support	On Board Audio	On Board Audio
8	Monitor	18.5" LCD Monitor	18.5" LCD Monitor	22" LED Monitor	22" LED Monitor	18.5" or 22" LED Monitor
9	Operating System	Windows or other licensed OS latest version				
10	Office Software	Basic MS Office	Basic MS Office	MS Office Professional	MS Office Professional	Basic MS Office
11	Speaker	N/A	N/A	5.1/7.1 Ch Headphones	Stereo Speakers	In Built speakers
12	Warranty	3 years	3 years	3 years	3 years	3 years

Anti-virus Software Guidelines

Procurement to be based on number of user licenses required for the whole Department. Any licensed Anti-Virus software can be procured with preference given to procuring combined 10 user licenses of software instead of procuring individual licenses for each user.

Printer & Scanner Guidelines

1. Multi function printer (MPF) placed in a LAN network shared and accessible to all employees is the preferred option.
2. Laser printer to be procured for individual user only in case of non-availability of MPF. Laser printer to be procured for individual user only upon receiving exceptional approval after suitable business justification is provided for the same.
3. Dot Matrix printer is to be used only for the purposes of Salary slip and bill printing.
4. Ink Jet printer and Plotters are to be procured only under any exceptional circumstances.
5. Scanner to be procured for individual user only in case of non-availability of MPF. Scanner to be procured for individual user only upon receiving exceptional approval after suitable business justification is provided for the same.

Specifications for each category of printers to be procured are as given below:

Sl. No.	Specification	General Use (Single User)	Heavy duty (Multiple Users over a network)
1	Laser Printer	Print technology: Monochrome Laser Print speed (black, normal quality, A4): Up to 20 ppm or more Print quality (black, best quality): Up to 600 x 600 dpi (1200 dpi effective output) Duplex print options: manual Standard media sizes: A4, A5, A6, B5, postcards, envelopes (C5, DL, B5) Connectivity : Parallel / Ethernet print server / Hi-Speed USB port	Print technology: Monochrome Laser Print speed (black, normal quality, A4): above 20 ppm Print quality (black, best quality): Up to 600 x 600 dpi (1200 dpi effective output) Duplex print Connectivity : Parallel / Ethernet print server / Hi-Speed USB port
2	Dot Matrix	Print Head Type: 9 pin / 24 pin Print Direction: Bi-directional logic seeking Print Width: 136 column / 80 columns	Print Head Type: 24 Pin Print Direction: Bi-directional logic seeking Print Width: 136 column / 80 columns
3	Multi Function Printer	N/A	Only Scanner/Printer/Copier functions
4	Scanner	Flatbed, Plug and play, Connection via USB	N/A

Network Infrastructure Guidelines

- The Internet network infrastructure and associated requirements for a Department is to be verified and validated by competent technical authority representative from the Department of Information Technology, Govt. of Sikkim.
- The above mentioned technical representative will present a detailed report after study of the network requirements.
- The network infrastructure is to be procured based on recommendations of the above mentioned detailed report.

Uninterrupted Power Supply (UPS) Guidelines

- Capacity of maximum 1 kVA for individual user with Desktop/Laptop
- Capacity of 5 kVA for Department of 10 users each with Desktop/Laptop

Closed Circuit Television (CCTV) Guidelines

- IP Fixed dome camera indoor type (non HD) connected to the office LAN and UPS
- Video management software that offers both video stream management and video stream storage management
- IP Fixed Bullet cameras
- Any other type of camera requirement may be submitted to the Department of Information Technology for corresponding guidelines

Note:

The procurement of External Hard Disk Drive (HDD), Pen Drive and any type of SD card should be stopped with immediate effect. The Department of Information Technology shall not vet any proposal with the inclusion of External HDD, Pen Drive and Memory Cards like SD and Micro SD cards.